



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

*Office of the Commissioner*

Anthony Conyers, Jr.  
COMMISSIONER

October 1, 2007

### **Temporary Assistance for Needy Families (TANF) Program**

#### **TANF Transmittal 36**

This transmittal contains changes and clarifications related to policy for the Temporary Assistance for Needy Families (TANF) Program and the Virginia Initiative for Employment not Welfare (VIEW) Program. An in-depth discussion of the significant changes is included in the following chart. This transmittal is effective October 1, 2007.

The format of the cover letter has changed to show the pages to be removed and destroyed, new pages to be inserted, and significant changes to the policy.

The 2007 federal poverty level changes in the ADAPT system are effective for payments issued October 1, 2007 or after. The revised medical form should be used when a new medical or follow-up is needed after October 1, 2007. The revised Job Search, the new VIEW Program Participation Document, and the new Unpaid Activity-Holidays and Excused Absences forms will be used for VIEW assessments or reassessments conducted after October 1, 2007.

The policy manual and this transmittal are available on the Intranet <http://spark.dss.virginia.gov/divisions/bp/tanf/manual.cgi> and on the Intranet at [http://www.dss.virginia.gov/benefi/tanf\\_manual.html](http://www.dss.virginia.gov/benefi/tanf_manual.html).

  
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<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
Main Table of Contents, page 2	Main Table of Contents, page 2	Revised to use the term “relative” rather than “specified relative.”
Table of Contents, Chapter 200, page 1	Table of Contents, Chapter 200, page 1	Revised to use the term “relative” rather than “specified relative.”
Section 201.1, page 1	Section 201.1, page 1	Revised to use the term “relative” rather than “specified relative.”
Section 201.1 – 201.2, page 3c	Section 201.1 – 201.2, page 3c	Revised to use the term “relative” rather than “specified relative.”  The example was corrected. Non- parent caretaker recipients must participate in VIEW unless otherwise exempt.
Section 201.4 – 201.5, pages 1 - 3	Section 201.4 – 201.5, pages 1 – 3	Revised to use the term “relative,” rather than “specified relative.”  Limits absence from the home to 60 days for both child and caretaker unless good cause exists. Clarifies that a relative or child is not considered living in the home when admitted or committed to a mental institution or correctional facility for more than 30 consecutive days.
Section 201.7, page 1d	Section 201.7, page 1d	Changed to reflect the correct policy citation as Procedures Section I.E.2.
Section 201.10, pages 3b & 4a	Section 201.10, pages 3b & 4a	The assistance plan is no longer used and has been taken out of the TANF manual. An example has been added to show that the penalty for non- cooperation continues if the case is closed and reopened prior to the completion of the six month period.
Section 201.10, pages 5a & 6	Section 201.10, pages 5a & 6	The term 501 MAPPER system was changed to “Absence Deprivation/Paternity” 501 series screens.

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
Section 201.12, page 7	Section 201.12, page 7	VIEW Transitional Payment (VTP) months do not count toward the ten month grace period for a capped child.
Section 203.1, page 1	Section 203.1, page 1	Revised to use the term “relative” rather than “specified relative.”
Section 302.1 – 302.5, page 1	Section 302.1 – 302.5, page 1	Revised to use the term “relative” rather than “specified relative.”
Section 302.7, pages 5, 5a, 5b, 5c & 6	Section 302.7, pages 5, 5a, & 6	<p>Revised to use the term “relative” rather than “specified relative.”</p> <p>Policy has been changed to reflect VIEW exemption criteria of caring for a child under 12 months of age.</p> <p>Policy has been rewritten to remove care and control from consideration in setting up a minor caretaker case. New policy addresses first the marital status of the minor caretaker, and then whether the minor is living with a senior parent or with another relative.</p> <p>Clarifies that the assistance units can not be combined until paternity has been established when the woman was married to another man at the time of the child’s birth or in the ten month period prior to the birth of the child.</p>
Section 305.1, page 2	Section 305.1, page 2	The policy was updated to reflect the new standard deduction amounts for 2007. The new amounts are \$134 for 1 - 3 members, \$143 for 4 members, \$167 for 5 members, and \$191 for 6 or more members.

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
Section 305.1, page 9	Section 305.1, page 9	The income chart was updated to address 130% of the 2007 Federal Poverty Level.
Section 305.4, pages 37 - 42	Section 305.4, pages 37 - 42	<p>Step-parent income will not be deemed to a minor caretaker.</p> <p>Clarifies policy for deeming when parent or step-parent is living outside the home. "Living in the home" was clarified for step-parent situations.</p> <p>Updated the examples with 150% of 2007 Federal Poverty Level.</p>
Section 401.2, pages 2 & 2a	Section 401.2, pages 2 & 2a	<p>Workers must document the ADAPT system to indicate the type of verification used to establish eligibility.</p> <p>VIEW participants must report changes that affect their VIEW participation.</p> <p>The term assistance unit has been changed to an individual.</p>
Section 401.2, page 2b	Section 401.2, page 2b	This is a runover page.
Section 401.3, pages 6 & 6a	Section 401.3, pages 6 & 6a	An example has been added to clarify that the suspension reason must be different for the second month.
Section 401.4, pages 7, 7a & 8	Section 401.4, pages 7, 7a & 8	<p>Clarifies that "Timely" notice refers to an Advance notice.</p> <p>Expanded to require Adequate Notice when the client requests VTP case closure, or when the client moves to another locality and is no longer eligible for VTP.</p> <p>Drops the word "institution," which</p>

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
		<p>was not defined, and replaces it with “mental institution or correctional facility.”</p> <p>Contains the correct VIEW policy reference and form number for the Advanced Notice of Proposed Action (ANPA).</p> <p>A reminder has been added to use the ANPA for DCSE related sanctions.</p>
Section 502.3 – 502.4, page 4	Section 502.3 – 502.4, page 4	Revised to use the term “relative” rather than “specified relative.”
Section 502.6, page 7	Section 502.6, page 7	If a VIEW Transitional Payment (VTP) case is transferred, the eligibility worker (EW) must determine if the client remains eligible for a VTP and, if the client is no longer eligible for VTP, the EW should send a Notice of Action explaining that the VTP will end.
Section 500, Appendix I, page 12	Section 500, Appendix I, pages 12-13	Procedures were added for canceling a direct deposit at reapplication for TANF.
Section 601.1, page 1a	Section 601.1, page 1a	Clarifies that the EW uses the Acknowledgement of Paternity form in establishing paternity when the putative father lives in the home; specifies that the signed and notarized original will be sent to the Virginia Department of Health (VDOH), Office of Vital Records.
Section 601.2, pages 2, 2a, & 3a	Section 601.2, pages 2, 2a, & 3	The name of the screen used to report information on the absent parent was corrected to the “Absence Deprivation/ Paternity” 501 series screens in ADAPT.

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
		<p>The form VS95 is obsolete and was removed from policy.</p> <p>The form number for the “Document Transfer Cover Form” was added to policy.</p> <p>Obsolete references to the “Absent Parent Deprivation/Paternity Information Form” and “IV-A/IV-D Supplement” forms were removed.</p> <p>The IV-A/ IV D 501 Supplement form is obsolete and was removed from policy.</p> <p>Changes were made to remove references to Mapper 501 Update Report that transmitted changes from DCSE to the EW. A statement was added that non-cooperation of the custodial parent is displayed as an ADAPT ALERT to the EW.</p>
Section 602.3, page 2	Section 602.3, page 2	Revised to use the term “relative” rather than “specified relative.”
Section 901.2, page 2	Section 901.2, page 2	<p>Policy is changed so that the medical evaluation form relates to the participant’s ability to participate in employment and training activities; work is no longer specifically mentioned. The worker is required to obtain any missing information before acting on the medical evaluation form. New time frames for follow-up on medical evaluation forms are established.</p>
Section 901.3, page 3a	Section 901.3, page 3a	Transitional transportation will not affect the period of ineligibility.

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
Section 901.3 – 901.4, page 5	Section 901.3 – 901.4, page 5	The EW is responsible for transferring a VTP case when a VTP recipient moves to another locality in Virginia. The receiving agency will evaluate the case to determine if the VTP should continue.
Section 901.9, page 9	Section 901.9, page 9	Transitional transportation will not affect the period of ineligibility.
Section 901.10, pages 9a & 9b	Section 901.10, pages 9a & 9b	<p>Transitional transportation will not affect the period of ineligibility.</p> <p>Policy was reworded to clarify that the Advance Notice of Proposed Action (ANPA) will be mailed to the recipient in the 22nd month of VIEW participation by the local agency EW.</p>
Section 901.11- 901.12, page 10	Section 901.11-901.12, page 10	Policy is revised to include specific time frames for reevaluation of medical forms when the client meets an exception to the 24 month period of ineligibility due to disability.
Section 901.13, pages 11 & 11a	Section 901.13, pages 11 & 11a	<p>Transitional transportation will not affect the period of ineligibility. Language regarding the purpose of the VTP and the criteria to receive VTP was reworded.</p> <p>If a VTP client appeals the TANF closure and the TANF case is reinstated during the appeal, the VTP will be stopped. If the client loses the appeal and the TANF case is closed, the EW will evaluate TANF eligibility and VTP.</p>
Section 900, Appendix 2, pages 1 – 6	Section 900, Appendix 2, pages 1 – 5	Examples were updated using 2007 Federal Poverty Level and Standard Deductions.

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
Section 900, Appendix 3, page 1	Section 900, Appendix 3, page 1	Figures were updated in the 2007 Federal Poverty Level and 150% of the 2007 Federal Poverty Level Charts.
Section 1000, Table of Contents, page ii	Section 1000, Table of Contents, page ii	Removed Post-Secondary Education from the list under Program Components.
Section 1000, VIEW Definitions, pages 3 & 4	Section 1000, VIEW Definitions, pages 3 & 4	<p>Definition of Job Skills Training is expanded to include all training allowable as vocational education and training, including certificate and associate level programs. It is further expanded to include post-secondary education related to employment at the baccalaureate level.</p> <p>Definition of On-the-Job Training (OJT) is revised to match the explanation given at 1000.13, page 56. OJT is a type of paid employment in which the employer provides training to an employee in order to increase the employee's skills on the job.</p> <p>Definition of Other Activities is changed to include only "other locally developed activities."</p>
Section 1000.1, pages 8 & 9	Section 1000.1, pages 8 & 9	<p>"Directly related to employment" is added to the description of training and education allowable as Vocational Education and Training.</p> <p>Description of Job Skills Training is expanded to include all training allowable as vocational education and training, including certificate and associate level programs. It is further expanded to include secondary education related to</p>



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		employment at the baccalaureate level.
		Chapter 1000.1B has been expanded to include post-secondary education related to employment as part of job skills training, a non-core work activity. Post-secondary education as been removed as an allowable activity from Other Activities at 1000.1C.
Section 1000.2, page 10	Section 1000.2, page 10	The participation requirement for full time employment is clarified – 30 hours per week at minimum wage.
Section 1000.2, page 12	Section 1000.2, page 12	The definition of job skills training is expanded to include post-secondary education directly related to employment; post-secondary education that does not count toward the participation rate is redefined as post-secondary education not directly related to employment.
Section 1000.2, page 13	Section 1000.2, page 13	Post-secondary education that does not count toward the participation rate is redefined as post-secondary education not directly related to employment.
Section 1000.2, pages 14 & 14a	Section 1000.2, pages 14 & 14a	Holiday closures that count as actual hours of participation are limited to ten specified holidays. Closures due to weather or natural disaster, or holiday closures by educational or training institutions for quarter or semester breaks cannot be counted as holiday closures for participation rate purposes. The “unpaid activities” heading has been changed to list the unpaid activities to which the

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
		<p>policy applies.</p> <p>The 12 month period for excused absences will begin the month that the client is assigned to any component except inactive or pending.</p> <p>Example 1 has been revised to include both holiday and excused absences.</p> <p>Policy is expanded to clarify that only actual hours of job search, as reported by the client for each contact listed on the Job Search form, can be counted toward participation.</p> <p>The requirement that holidays and excused absences be documented for paid activities was removed from policy. A new form Unpaid Activity-Holidays and Excused Absences form has been added to VIEW forms to assist workers in tracking holiday and excused absence hours for participants in unpaid activities.</p>
Section 1000.5, page 19	Section 1000.5, page 19	Transitional transportation will not affect the period of ineligibility.
Section 1000.8, pages 23 & 25	Section 1000.8, pages 23 & 25	<p>A new form, the VIEW Program Participation Document, will be completed as part of the initial assessment. The form will be used to identify the employment and educational goal(s) of the client as well as possible future assignments during the client's entire period of VIEW participation.</p> <p>A statement has been added to page 25 that the Activity and Service</p>

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
		Plan should be used to document the assignment to appropriate activities.
Section 1000.12, page 30	Section 1000.12, page 30	The client will only be placed in an “Inactive” status for a maximum of 90 days. The agency is expected to work with the client to resolve the issue during this time.
Section 1000.13, pages 34, 36a, 37 & 38	Section 1000.13, pages 34, 36a, 37 & 38	Based on federal requirements, policy is expanded to require that the participant attest to the number of hours for each employer contact, as well as for the number of contacts. The VIEW Job Search form has been modified so that the contact hours can be noted.  Hours assigned to job search cannot exceed 40 a week.  Policy has been expanded to explain that unsupervised study or homework cannot be counted as hours of job readiness.
Section 1000.13, page 40	Section 1000.13, page 40	The self employment example has been revised to reflect the current minimum wage of \$5.85 as of 7/24/07.
Section 1000.13, pages 50, 51 & 52	Section 1000.13, pages 50, 51 & 52	The name of the agreement has been corrected to VIEW Work Site Agreement. Several minor corrections were made.  Based on federal requirements, policy is revised to read “provide daily supervision” and to add notification to the agency when the client is late arriving at the worksite.

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
Section 1000.13, pages 57	Section 1000.13, pages 57	<p>The description of Vocational Education and Training has been expanded to include associate degrees as well as certificate level programs.</p> <p>Policy has been expanded to explain that unsupervised study or homework cannot be counted as hours of vocational education and training.</p>
Section 1000.14, pages 59, 60 , 60a, 61, & 62	Section 1000.14, pages 59, 60, 60a, & 61	<p>Job skills training policy is expanded to include all training allowable as vocational education and training, including certificate and associate degree level programs.</p> <p>Additionally, job skills training can include post-secondary education at the baccalaureate level.</p> <p>A reference to monitoring satisfactory attendance and progress (1000.17) was added to job skills training policy.</p> <p>Reference to 1-year limitation on education below post-secondary was dropped.</p> <p>A reference to monitoring satisfactory attendance and progress (1000.17) was added to below post-secondary education policy.</p> <p>Post-secondary education was dropped as an allowable component under Other Activities.</p>
Section 1000.16, pages 63 & 64	Section 1000.16, pages 63 & 64	<p>The responsibility of resolving the issues that required an assignment to Inactive or Pending is to be shared by both the local agency and</p>

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		the VIEW participant.
Section 1000.17, page 65	Section 1000.17, page 65	Based on federal requirements, a statement was added to policy that daily supervision and record keeping would be provided by the training or education course instructor.  “Secondary education” was changed to “post-secondary education.”
Section 1000.20, pages 72, 74 & 75	Section 1000.20, pages 72, 74 & 75	Sanction policy is expanded to clarify that the client’s selection of child care arrangements whose cost exceeds the child care payment amounts is not a good cause reason for program non-compliance if other affordable arrangements are available.  References to “education” were replaced with references to Vocational Education and Training and Education Below Post-Secondary. OJT was added in sections relating to employment documentation.
Section 1000.22, pages 81, 82, 83, 84 & 85	Section 1000.22, pages 81, 82, 83, 84 & 85	Non-parent caretakers whose needs have been removed from the TANF grant for any reason are not eligible for VIEW transitional services.  Policy has been clarified to reflect that former TANF recipients must be employed to receive Transitional Child Care paid from Child Care funds.  Transitional transportation will not affect the period of ineligibility.  VTP cases should be closed when a

<b>Remove and Destroy Page(s)</b>	<b>Insert Attached Page(s)</b>	<b>Significant Changes</b>
		<p>client appeals the closure of her TANF case and requests that her TANF grant be reinstated pending the appeal decision. If the client loses the appeal, eligibility for the VTP will be evaluated again after the TANF case is closed.</p> <p>VTP cases should be transferred when a VTP recipient moves to another locality in Virginia. The receiving agency will determine if the VTP will continue.</p> <p>VTP recipients will remain eligible for payments when they are employed at an educational or training institution and their employment is interrupted due to closures for semester and quarter breaks (less than thirty days). The VTP will stop when the closure is for the summer break (longer than thirty days).</p> <p>Policy is added to require the completion of an Activity and Service Plan for Transitional Employment and Training (TET) following guidelines at 1000.11A.</p>
Section 1000.24, pages 86 & 87	Section 1000.24, pages 86 & 87	“Post-secondary education” is changed to “post-secondary education related to employment.”
Section 1000, Appendix A, pages 1 & 2	Section 1000, Appendix A, pages 1 & 2	<p>The Medical Evaluation Form is revised to focus on program participation. Sections relating to work-related limitations have been dropped.</p> <p>A new form, the VIEW Program Participation Document, was added to the list of forms.</p>

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		A new form, the Unpaid Activity - Holiday and Excused Absences, was added to the list of forms.
Section 1000, Appendix A, pages 13, 14 & 15	Section 1000, Appendix A, pages 13, 14 & 15	The Activity and Service Plan has been revised. The top of the form now provides a check box for VIEW, TANF Work Activities (TWA), and Transitional Employment and Training (TET) assignments. The form will now contain information related to the current program assignment only.
Section 1000, Appendix A, pages 16, 17, & 18	Section 1000, Appendix A, pages 16, 17, & 18	The VIEW Job Search form has been revised by adding contact hours to each job contact section.
Section 1000, Appendix A, pages 53, 54 & 55	Section 1000, Appendix A, pages 53, 54 & 55	The Medical Evaluation Form has been revised to focus on the client's ability to participate in employment and training activities.
Section 1000, Appendix A, pages 60 & 61	Section 1000, Appendix A, pages 60 & 61	The Notice of Intentional Program Violations and Penalties form has been revised with the 130 % of the 2007 Federal Poverty Level.
	Section 1000, Appendix A, pages 66 & 67	A new form, the VIEW Program Participation Document, will be completed as part of the initial assessment. The form will be used to identify employment and educational goal(s) as well as possible future assignments during the client's entire period of VIEW participation.
	Section 1000, Appendix A, pages 68 & 69	A new form, Unpaid Activity – Holidays and Excused Absences, will be used to track holidays and excused absences used by the participant over each 12 month period of VIEW participation. The 12 month period will start the

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		month following the month that the participant signs their Agreement of Personal Responsibility (APR) and enters the VIEW program. A copy of the form will be placed in the participant's file as part of the initial assessment and revised monthly to reflect any holidays or excused absences used to calculate actual hours of participation for the month.
Section 1000, Appendix E, pages 1 - 9	Section 1000, Appendix E, pages 1 - 9	The VIEW brochures, "Have You Heard About Benefits for Working Families" and "Leaving Welfare for Work Isn't Scary as it Seems", were updated with 2007 income amounts for Medicaid, Earned Income Tax Credit (EITC) and Food Stamps.
Section I, Procedures, page 4	Section I, Procedures, page 4	Policy was expanded to include the use of military records in establishing residency.
Section X, Procedures, pages 2 & 3	Section X, Procedures, pages 2 & 3	Policy instructs the worker to enter information on the "Absence Deprivation/Paternity" 501 series screens in ADAPT.
Index, page 13	Index, page 13	Revised to use the term "relative" rather than "specified relative."



MAIN TABLE OF CONTENTS

Appendix I - Request for the Address of a TANF Recipient

Chapter 200 - Categorical Eligibility Requirements

Eligibility Factors	201.1
Categorical Requirements	201.1 A.
Conditions of Eligibility	201.1 B.
Caretaker's Eligibility	201.1 C.
Immunizations	201.1 D.
Drug Felons	201.1 E.
Fleeing Felons	201.1 F.
Sixty (60) Month Limit on Receipt of TANF	201.1 G.
Age	201.2
School Attendance	201.3
Living Arrangements	201.5
Relatives	201.5 A.
Living in a Home	201.5 B.
Minor Parent Residency Requirement	201.5 C.
Residence	201.6
Citizenship and Alienage	201.7
Citizenship/Alienage Status	201.7 A.
Sponsored Aliens	201.7 B.
Verification of Citizenship or Alien Status	201.7 C.
Systematic Alien Verification for Entitlements (SAVE) Program	201.7 D.
Social Security Account Number (SSN)	201.8
Obtaining a Social Security Number	201.8 A.
Assistance to Newborns	201.8 B.
Failure to Comply	201.8 C.
Determining Good Cause	201.8 D.
SSN Verification and Documentation	201.8 E.
Ending Ineligibility	201.8 F.
Assignment of Rights	201.9
Cooperation in Obtaining Support	201.10
Cooperation Defined	201.10 A.
Action to be Taken Upon Determination of Noncooperation	201.10 B.
Sanctions for Noncooperation	201.10 C.
Claim of Good Cause for Not Cooperating with the Division of Child Support Enforcement (DCSE)	201.10 D.
Advising the Client of the Right to Claim Good Cause	201.10 E.
Acceptable Evidence to Substantiate Good Cause Claim	201.10 F.
Determination of the Good Cause Claim	201.10 G.
Advising the Client of the Determination	201.10 H.
Time Frame	201.10 I.
Referral to Support Enforcement	201.10 J.
Fair Hearing	201.10 K.
Periodic Review	201.10 L.

TABLE OF CONTENTS

## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) POLICY MANUAL

## Chapter 200 - Categorical Eligibility Requirements

Eligibility Factors	201.1
Categorical Requirements	201.1 A.
Conditions of Eligibility	201.1 B.
Caretaker's Eligibility	201.1 C.
Immunizations	201.1 D.
Drug Felons	201.1 E.
Fleeing Felons	201.1 F.
Sixty (60) Month Limit on Receipt of TANF	201.1 G.
Age	201.2
School Attendance	201.3
Living Arrangements	201.5
Relatives	201.5 A.
Living in a Home	201.5 B.
Minor Parent Residency Requirement	201.5 C.
Residence	201.6
Citizenship and Alienage	201.7
Citizenship/Alienage Status	201.7 A.
Sponsored Aliens	201.7 B.
Verification of Citizenship or Alien Status	201.7 C.
Systematic Alien Verification for Entitlements (SAVE) Program	201.7 D.
Social Security Account Number (SSN)	201.8
Obtaining a Social Security Number	201.8 A.
Assistance to Newborns	201.8 B.
Failure to Comply	201.8 C.
Determining Good Cause	201.8 D.
SSN Verification and Documentation	201.8 E.
Ending Ineligibility	201.8 F.
Assignment of Rights	201.9
Cooperation in Obtaining Support	201.10
Cooperation Defined	201.10 A.
Action to be Taken Upon Determination of Noncooperation	201.10 B.
Sanctions for Noncooperation	201.10 C.
Claim of Good Cause for Not Cooperating with the Division of Child Support Enforcement (DCSE)	201.10 D.
Advising the Client of the Right to Claim Good Cause	201.10 E.
Acceptable Evidence to Substantiate Good Cause Claim	201.10 F.
Determination of the Good Cause Claim	201.10 G.
Advising the Client of the Determination	201.10 H.
Time Frame	201.10 I.
Referral to Support Enforcement	201.10 J.
Fair Hearing	201.10 K.
Periodic Review	201.10 L.

#### 201.1 ELIGIBILITY FACTORS

A. A child will be categorically eligible for TANF if he meets the following requirements:

1. Is under the age of 18 years\* or if 18 but not yet 19 is enrolled and attending a secondary school or vocational/technical school of secondary equivalency, and is expected to complete the high school or vocational/technical program prior to or in the month he attains age 19.
2. Is living in the home of a parent or a relative (201.5) or is in foster care under certain conditions.
3. Is a resident of Virginia.\* (201.6)
4. Is a citizen of the United States or an eligible alien.\*\* (201.7)
5. The family is in need of financial assistance.\* (305)

Exception: A child who meets all of the above requirements may be ineligible for assistance due to the family cap provision. See Section 201.12.

B. To be eligible, a child who meets the requirements above, a parent, or a caretaker-relative other than the parent must meet the following conditions:

1. Provide a social security number or proof of application for an SSN.
2. Participate, as required, in the Virginia Initiative for Employment Not Welfare Program unless otherwise exempt.\*\*\* (901.2)
3. Provide, or have provided on his behalf, a written declaration of citizenship or alien status.\*\*\*\* (201.7)

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\* Code of Virginia, Section 63.2-602  
\*\* Public Law 104-193  
\*\*\* Code of Virginia, Section 63.2-608  
\*\*\*\* Social Security Act, Section 1137(d) (1) (A)

Example 7: The children in example #4 leave the client's home and go to live with an aunt. The aunt applies for assistance and is in need and is included in the assistance unit as caretaker. She is found eligible to receive TANF for herself and the children. **The aunt is mandatory for VIEW unless otherwise found to be exempt from participation.** Her 60-month clock will accrue until she reaches the 60-month limit.

Example 8: Client receives TANF for herself and three children. The client has cycled in and out of TANF/VIEW and reaches her 24-month and 60-month limits. If the children go to live with their father or any relative, no one can receive TANF for the children during the two year period of ineligibility due to the VIEW limit.

201.2 AGE - The month, day, and year of the child's birth must be established and evidence thereof entered in the eligibility case record, except that, pending the securing of such evidence, assistance must not be denied an otherwise eligible child who is obviously under 12.

If the day and month cannot be established, July 1 is assumed to be the birthdate.

Continuing Eligibility\*- The child is eligible until he reaches the age of 18. He is eligible for the month in which his 18th birthday falls if he has not attained the specified age on the first day of that month.

An 18 year old child may be eligible if enrolled in a secondary school or vocational/technical school of secondary equivalency if he is expected to complete the high school or vocational/technical program prior to or in the same month as his 19th birthday. The program is considered completed on the last day of final exams or, if exams are not required, the last day of

201.4 DEPRIVATION OF PARENTAL SUPPORT OR CARE - Repealed effective July 1, 1999.

201.5 LIVING ARRANGEMENTS - The child must be living with a parent or other relative (Subsection A., below) in a residence maintained as a home (Subsection B., below) by one or more such relatives. For TANF-UP, both natural or adoptive parents of at least one child must be living in the home. (Refer to [701.2.](#))

Exception: Under certain prescribed conditions, an otherwise eligible child may receive TANF while in foster care, as provided in the Title IV-E Eligibility Manual and Subsection B., below, such as during a trial visit.

- A. Relatives - The relative with whom the child is living, who is designated as the caretaker, must be a relative by blood, marriage, or adoption. Relationships by marriage exist even after the marriage has been terminated by death or divorce.

Neither severance of parental rights nor adoption is considered to terminate the relationship to biological relatives. Therefore, biological relatives may receive assistance for someone who has been adopted, when there is no other relative by adoption in the home to receive assistance on the individual's behalf. However, this provision does not require individuals who have been adopted to be included in the assistance unit of the biological relative and his/her children.

Example 1: Jane Doe had two children who were adopted by Jane's parents. Jane's parents died leaving their adopted children in the care of Jane. Jane is considered a biological relative for TANF purposes and can receive assistance for the two children, however, they are not to be included in the same assistance unit as any other children Jane may have since she has no legal responsibility for these children.

Example 2: Mary Smith's child, Michael, was adopted by a family friend. When Michael's adoptive parent died, there was no other relative to care for him. Michael went to live with Mary. Since Mary and Michael are biologically related, she can receive assistance for him. However, Michael is not to be included in the same assistance unit as any other children Mary may have.

Documentation of how each child is related to the caretaker must be secured for each relationship that links the child to the caretaker, using methods in [Procedures](#) Section I D.1.

B. Living in a Home\* - A home is the family setting maintained or in the process of being established by the relative, as evidenced by the presence of the child. A home exists even though the child or relative is temporarily absent from the customary family setting. The **child or relative** may be absent for reasons such as hospitalization, education or training, a vacation, or a visit **for up to 60 consecutive days unless good cause exists**. A parent **who** is absent from the home due to active duty in the uniformed services is considered living in the home **and is not subject to the 60 consecutive day time limit**. Additionally, a home may exist in situations where the assistance unit lacks a fixed home address or is otherwise considered homeless. **A relative or child is not considered to be in the home when admitted or committed to a mental institution or a correctional facility for more than 30 consecutive days.**

1. A parent or other caretaker who has been absent from the home for a period of 60 consecutive days is ineligible for TANF unless good cause exists.

2. A child **who** has been, or is expected by the caretaker to be, absent from the home for a period of 60 consecutive days is ineligible for TANF **unless good cause exists**.

Note: The child can be eligible in another assistance unit.

3. The caretaker must report to the local agency after it becomes clear to the caretaker that the minor child will be absent from the home for 60 consecutive days. (Refer to Section [401.2.B.2.a.1](#))

4. If the caretaker fails to report the change within the required time frame as described above, the caretaker is ineligible. The caretaker will remain ineligible until the child returns to the home or there is a break in assistance.

C. Living with a Relative for a Part of Each Month - Examples of this include joint custody situations in which the child is with the TANF applicant/recipient one night a week, weekends only, every other week, informal arrangements made by the child's parents, or a vacation or visit to the applicant/recipient's home. The "living with" evaluation requires an evaluation of both presence in the home and responsibility for care and control of the child while in the home.

The "living with" determination is made by the local department of social services (LDSS) on a case-by-case basis using information obtained from individuals outside the home:

- about the child's entry into the client's home;
- extent of responsibilities the applicant/recipient will exercise while the child is in the home; and
- the applicant/recipient's responsibility to maintain a home and meet the basic day-to-day needs of the child should be included in the evaluation.

A child living with his parent(s) may be eligible for TANF even though custody is held by the social services department, if all other eligibility factors for TANF are met. When living with a relative other than a parent, a child will be eligible for TANF if he/she is not eligible for AFDC-FC and all other factors for TANF eligibility are met. Refer to AFDC-FC Manual, Section 202.3.A. If eligible for AFDC-FC, the child is not eligible for TANF.

It should be noted that for TANF eligibility purposes a child can only have one home, as defined above in this section. Therefore, if the caretaker/relative qualifies for TANF because of the presence in the home of a child who receives a foster care maintenance payment, the child cannot also be considered to be "temporarily absent" from his or her prior home with a parent or other caretaker/relative, thereby also qualifying such relative for a TANF payment.

The case record must be documented relative to the local agency's finding that the child is living in the home.

A child may not be denied TANF, either initially or subsequently, on the basis that the home is considered "unsuitable" because of conditions existing in the home, unless provision is otherwise made for his adequate care and assistance.\* If such conditions appear to exist, referral for protective services must be made.

- C. Minor Parent Residency Requirement \*\* - A minor parent is an individual under 18 years of age who is the natural parent of the child. A minor parent and the dependent child in her care must reside in the home maintained by her parent or person standing in loco parentis, unless she meets an exception. ("In loco parentis" means a relative (see 201.5A) the legal guardian of a minor child, or a person 21 years of age or older who is standing in place of the parent.) Minor applicants must be informed about the residency requirement at the time of application. If the minor cannot make arrangements to live in the home of a parent or person standing in loco parentis within the standard 30 day processing time, and does not meet an exception, then the worker must deny the application.

The priority order for living arrangements of all minor parents is the following: with a parent, with a relative, with a legal guardian, or with a person 21 years of age or older who is standing in place of the parent. If the minor parent does not reside with her parent, the local agency shall consider this priority order by encouraging the minor to move, when a more appropriate placement is found in a higher priority level. If the minor parent does not live with her parent(s) and the local agency determines that living with the parent(s) is more appropriate, the worker must make reasonable efforts to advise the parent(s) of their legal responsibility for the minor parent.

Example 1: Sue is a minor parent living with her daughter in the home of her grandmother. Sue states she does not like her mother's rules. Sue's grandmother does not make Sue attend school and does not impose a curfew. Sue's mother provides appropriate supervision. The agency encourages Sue to move in with her mother to receive TANF, and sends a letter to Sue's mother advising her of her legal responsibility for Sue.

\* 45 CFR 233.90(b)

\*\* Section 63.1-105.6, Code of Virginia

written declaration must be provided by the next eligibility determination if not obtained at the time the child is added to the assistance unit. Verification of the newborn's citizenship or alien status cannot be postponed until the next eligibility determination.

The declaration requirement is met when the applicant/recipient completes and signs the "Application for Benefits" or "Eligibility Review - Part A" form, as applicable.

Any member for whom the citizenship or alien status declaration requirement has not been met:

1. shall not be included in the assistance unit;
2. if required to be in the assistance unit, the income and resources of the person will be considered available to the assistance unit as indicated in [Sections 303.3.E. and F.](#) and [305.4.E.1.e.](#)

If a person claims to be a citizen and does not have documentation of citizenship or a social security number, then eligibility may exist for 90 days. If, by the end of 90 days verification is not provided, the individual is not eligible.

D. Systematic Alien Verification for Entitlements (SAVE) Program

1. The Immigration Reform and Control Act of 1986 (IRCA), requires the verification of the immigration status of aliens applying for certain types of benefits, including TANF. Local agencies should not use the SAVE system to confirm the status of human trafficking victims since their status is verified by the federal Office of Refugee Resettlement.
2. Aliens, except victims of human trafficking, must submit documentation of their immigration status before eligibility can be determined. (Refer to [Procedures](#), Section I.E.2. which outlines the categories of eligible aliens.) Once documentation has been provided, the agency must determine the validity of the documentation by comparing the alien information with current immigration records maintained by USCIS. This is accomplished through the Systematic Alien Verification for Entitlements (SAVE) Program and is intended to prevent the issuance of benefits to ineligible aliens.\* SAVE verification must be initiated prior to case approval or action to add a person.

Verification is obtained through two processes:

- a. Primary verification - a direct access to USCIS files via telephone or personal computer;
- b. Secondary verification - a manual procedure completed in addition to primary verification via the Document Verification Request, Form G-845, and Document Verification Request Supplement, G-845 Supplement. (Refer to [Appendix V](#) to Section 201, pages 3 - 6.) Certain situations may arise where it may not be possible to access primary verification and secondary verification must be accessed or additional information is needed that can only be obtained through the secondary procedure. These situations are addressed in Section [201.7.D.4](#)



- b. If the sanction is due to failure to redirect support, the agency must also explain that the support, minus the \$50 disregard, will count as income to the assistance unit.
- C. SANCTIONS FOR NONCOOPERATION - Failure to cooperate, absent good cause or an exception to identification requirements, will result in the following action:
- 1. Noncooperation During First Six Months of Receipt of Assistance - When the applicant/recipient or a minor parent fails to cooperate during the first six months of receipt of assistance, the worker shall:
    - a. Exclude the caretaker's needs from the grant, reducing the grant by the amount of the caretaker's needs or by 25 percent, whichever is greater, effective the month following noncompliance, if administratively possible.\* Procedures for calculating the amount of the reduction are as follows:
      - 1) If the caretaker's needs are currently included on the grant, the caretaker must be removed. If the resulting grant reduction is less than 25 percent of the amount of assistance that would otherwise be provided to the family, the grant reduction must be increased to 25 percent. In addition to removing the caretaker, document the record as to the basis for imposing the additional penalty amount.
      - 2) If the caretaker's needs are not included on the grant due to the caretaker's categorical ineligibility (i.e., receives SSI, or is an ineligible alien) the grant must be reduced by 25 percent. **Document in the record the amount of the grant that the family would otherwise have received.**
      - 3) If the caretaker's needs are not included on the grant due to failure or refusal to cooperate in meeting a requirement of eligibility, the grant must be reduced by 25 percent. **Document in the record the amount of the grant that the family would otherwise have received.**

If the caretaker subsequently complies with the eligibility requirement that had caused his needs to be removed, the amount of the reduction in the grant resulting from non-cooperation with DCSE must be recalculated. The amount of the penalty will be the greater of the reduction resulting from removal of the caretaker's needs or 25 percent of the amount the family would now receive if cooperating with DCSE.

\* 45 CFR 232.12

Example 4 - Ms. Bonnewit has been receiving **TANF** for several years. A child (not subject to the family cap), who had been residing elsewhere, comes to live with his mother, Ms. Bonnewit. His paternity has not been established. In determining the child's eligibility, Ms. Bonnewit refuses to name the father. At the same time the child is added to the grant, the mother's needs are removed. In this situation, the six-month period begins with the first month of receipt of assistance for the child, which is January 1. On April 15, **Ms. Bonnewit requested that her case be closed. The case closes April 30. Ms. Bonnewit later reapplies and is determined eligible for TANF in June. Her six month period resumes in June. June will be her fifth month for the non-cooperation sanction.**

- D. CLAIM OF GOOD CAUSE FOR NOT COOPERATING WITH THE DIVISION OF CHILD SUPPORT ENFORCEMENT\* - If an applicant/recipient believes that cooperation would be harmful to the child or himself, he may claim good cause for not cooperating. The applicant/recipient must provide evidence to support the claim to be excused from cooperating. If the claim is substantiated, no attempt will be made to establish paternity or collect support.

The local agency may determine that cooperation would be harmful to the child only if one or more of the following circumstances exists:

1. The agency believes that the applicant/recipient's cooperation will result in:
  - a. physical or emotional harm to the child; or
  - b. physical or emotional harm to the caretaker which would impair ability to care for the child.
2. The agency believes that proceeding to establish paternity or to secure support would be detrimental to the child because one of these circumstances exists:
  - a. the child was conceived as a result of forcible rape or incest;
  - b. legal proceedings for the adoption of the child(ren) are pending; or
  - c. the caretaker, assisted by a public or licensed private social agency, is deciding whether to keep or relinquish for adoption the child for whom aid is requested.

- E. ADVISING THE CLIENT OF THE RIGHT TO CLAIM GOOD CAUSE - At the time of application or redetermination, the agency must advise each applicant or recipient of the right to explain all reasons for refusing to cooperate in establishing paternity or securing support. The agency must explain the provisions in the "Notice of Cooperation and Good Cause" to the applicant/recipient. The applicant/recipient and eligibility worker must sign the form indicating whether or not the client claims good cause for refusing to cooperate.

\* 45 CFR CFR 234.60(a) (13)

- H. ADVISING THE CLIENT OF THE DETERMINATION - The agency must advise each applicant/recipient who claims good cause for not cooperating of the final determination using the Notice of Action form. If the agency determines that good cause does not exist, it must refer the case to the Division of Child Support Enforcement. The agency must inform the applicant/recipient that cooperation will be required and provide a clear explanation of what is expected under the cooperation provision. The agency must allow him the opportunity to withdraw the application or request termination. Should the Division of Child Support Enforcement notify the local agency of evidence of failure to cooperate, the local agency must act upon such information in accordance with Section 201.10 B and C.
- I. TIME FRAME - The agency must make the final determination that good cause for refusing to cooperate does or does not exist with the same degree of promptness as any other determination or redetermination of eligibility. However, the agency must not delay, deny, or discontinue assistance for the caretaker and children pending a determination of good cause if the applicant/recipient furnishes the required documented evidence or information necessary for the agency to obtain such. EXCEPTION: If the applicant/recipient reapplies following denial or closure due to noncooperation in establishing paternity, the agency cannot approve the application unless good cause has been verified, the applicant has cooperated, or the information not previously provided has been received from another source.
- J. REFERRAL TO SUPPORT ENFORCEMENT - When the recipient has claimed good cause for not cooperating, the local agency must enter the pending claim in the **Absence Deprivation/Paternity 501 series screens in ADAPT**. Upon receipt of this information, the Division of Child Support Enforcement will suspend pursuit activities, pending the local agency's determination of the good cause claim.

When the agency has decided whether or not good cause exists, it will notify the DCSE Regional Office by entering the information into the **Absence Deprivation/Paternity 501 series screens in ADAPT** and allowing the Division of Child Support Enforcement ten (10) working days to respond if they do not concur. The agency must consider any information received from DCSE by the local agency for a possible change of the good cause determination, but the agency makes the final decision. If the agency changes its decision, it will notify the Division of Child Support Enforcement and the applicant/recipient. The worker must document the explanation of the basis for the decision.

On a newly approved case in which the applicant has claimed good cause and the recipient has previously received public assistance or DCSE services, the worker must complete the "Good Cause Communication Form" and send it to the appropriate DCSE district office. If the information is questionable as to whether the client has previously received public assistance or DCSE services, the form must be completed and sent to the DCSE district office.

- K. FAIR HEARING - The appeal procedures are equally applicable in this section and, upon notification of the decision, the Division of Child Support Enforcement will have the opportunity to participate in any hearings that result from an appeal of any action required by this section.

- L. PERIODIC REVIEW - The agency must review evidence used in making the determination of good cause at least as frequently as each redetermination. This review is to determine whether good cause for not cooperating continues to exist. If good cause no longer exists, the eligibility worker must notify the client of this determination using the Notice of Action. The eligibility worker must allow the applicant/recipient the opportunity to request termination of assistance, advise him of the cooperation requirement, and enter the new information **on the Absence Deprivation/Paternity 501 series screens in ADAPT.**

201.12 - FAMILY CAP PROVISION\* - An additional child born during the period when a family is eligible for TANF is not eligible to have his needs included in the grant. The family cap provision applies to a child born while the family is eligible for TANF whether the mother's needs are included in the grant or not. Once a child has been capped, he continues to be capped during any subsequent period of eligibility subject to the provisions below.

For cases active on July 1, 1995, the family cap provision applies to a child born on or after May 1, 1996.

For applications on or after July 1, 1995, the family cap provision applies to a child born after the ten full months following the month in which the mother's initial TANF payment was issued. The issuance of the initial payment is the system check date. **A new ten-month period begins at each reapplication. The ten-month period is a fixed period of ten calendar months and is not affected by suspensions.**

Example 1: Ms. Brown's application was approved August 3, 1995, and the check date of the initial payment was August 5, 1995. The first month of the 10 month grace period is September. The tenth month is June. Therefore, the effective date of the family cap provision for Ms. Brown is July 1, 1996. The family cap applies to an additional child born to her on July 1, 1996 or later while she is eligible for TANF.

If Ms. Brown's application had not been approved until August 30th and the check date of the first payment was September 1st, the 10-month period would have begun in October and ended in July, with the family cap applicable to a child born on or after August 1.

Example 2: Ms. Solos has been a recipient of TANF for the past three years. She has two children, one of whom is capped. In March 1999 her case was closed. She reapplies in July 1999 and reports that she is pregnant. Ms. Solos' case is approved for herself and the older child. Her younger child continues to be ineligible due to his capped status. Two months later, she gives birth to her third child. This child is not capped, since the child was born during the 10-month period following issuance of her initial check.

- A. CHILD SUPPORT FOR THE CHILD SUBJECT TO THE FAMILY CAP PROVISION - DCSE shall send the total value of child support collected for the child subject to the family cap provision to the child's single custodial parent. This child support shall be disregarded as income and resources for the purpose of TANF eligibility and grant determination.

**Any information entered on the Absence Deprivation/Paternity 501 series screens in ADAPT as part of the application process for the cap child WILL NOT be transmitted to DCSE. The applicant must complete an application for services at the local DCSE office if the applicant wishes to receive child support for a capped child.**

NOTE: Anyone who is not the natural or adoptive parent of a "capped" child is not eligible to receive the total value of child support collected for the child.

203.1 CONDITIONS OF ELIGIBILITY - Under certain conditions, emergency assistance may be provided to needy families with children. When all of the following conditions exist, EA must be granted immediately.

- A. The family includes at least one child who is under eighteen years or if 18 but not yet 19 is enrolled full time in a secondary school or vocational/technical school equivalency from which the child is expected to graduate prior to attaining age 19.
- B. The child is a resident of Virginia, as defined in Section 201.6.
- C. The child, and all members of his family for whom assistance is provided must be a citizen of the United States or, if an alien, meet requirements, specified in Section 201.7.
- D. The child is living with a relative in a place of residence maintained by the relative as his own home. (See Section 201.5 B.)
- E. The emergency assistance is necessary (1) to avoid destitution of the child or (2) to provide living arrangements for him in a home (203.2).
- F. The child's need is the result of a disaster or a fire which has destroyed items necessary for maintaining the household or the home itself. The emergency must have occurred within a period not to exceed one month prior to application or in the event of hospitalization of the relative(s) within 30 days of the emergency, application must be made within a period not to exceed two months.

302.1 DEFINITION OF THE TANF ASSISTANCE UNIT - The TANF assistance unit is composed of the individual or individuals who meet all categorical requirements and conditions of eligibility. The assistance payment will include the needs of all such individuals.

302.2 DEFINITION OF CARETAKER - In TANF the caretaker is the natural or adoptive parent or other relative who is responsible for supervision and care of the needy child(ren).

There will be one caretaker included in an assistance unit, except when:

1. the natural or adoptive parent who is incapacitated has remarried, the spouse may be included; or
2. the household consists of a married couple who each have a child(ren) of their own; or
3. policy in Section 302.7 A. regarding minor parents requires more than one caretaker; or
4. both natural or adoptive parents of at least one child are living in the home and the family is in financial need. Note: In households that include both natural parents and at least one child in common residing in the home, paternity must be established before the putative father can be included as a caretaker on the TANF grant (See Section 201.10 A.).

In situations where both parents are in the home and one parent is a convicted offender allowed to live at home, the other parent in the home will be designated as the only caretaker. The convicted offender can only be included as an EWB if providing an essential service. See Section 302.5.

302.3 DEFINITION OF PAYEE - In TANF, the payee is the parent or other relative who is responsible for supervision and care of the needy child(ren) but who is not included in the assistance unit. A relative would be a payee unless he/she meets the criteria in 302.6.E.

In situations where the parent of the eligible child(ren) is in the home and included in the assistance unit, another relative may be designated as the payee for the case if the local agency has determined that the relative, not the parent, is exercising primary responsibility for the care and control of the child(ren). (Refer to Section 502.4.A.1.c. concerning designation of payees.) In such situations, the relative may be included in the assistance unit only if he/she meets the requirements of an essential person (EWB) listed in Section 302.5.

302.4 DEFINITION OF SIBLINGS - In TANF, siblings are two or more children with at least one natural or adoptive parent in common.

302.5 PERSONS ESSENTIAL TO WELL-BEING (EWB) - Needy individuals living in the home who are providing services which are essential to the well-being of the child(ren) on which TANF eligibility is based can be included in the assistance unit. Such individuals must be ineligible for assistance in a federal category in their own right.

- A. Minor Parent(s) - A minor parent is an individual under 18 years of age who is the natural parent of a child. A senior parent is a parent of the minor parent. Minor parents must meet school attendance requirements in order to have their needs included in the grant.

**An unmarried minor parent, for purposes of TANF policy, is a minor who is single, separated, or divorced. A married minor parent is a minor who is married and living with his/her spouse.**

See Section 201.10 and 201.10.C.2. regarding cooperation with DCSE, Section 901.2 regarding the VIEW exemption criterion of caring for a child under 12 months of age and Section 401.10D regarding who must complete the application in a minor caretaker household.

**An assistance unit in which the minor parent is included as a child on the case must be closed effective the month following the month the minor parent turns 18. (Exception: If the minor parent turns 18 on the first of the month, the case must be closed for the birthday month.) The 18 year-old may then apply for assistance for herself and her child, and, if approved, will be the caretaker on the new case and the TANF check will be issued in his/her name.**

**1. Unmarried Minor Parent Living with Needy Parent(s) or Other Relative(s)**

**a. Minor Parent Living With One Needy Parent or Other Relative**

1. Cases in which the minor parent and her child live with a needy senior parent (including a step-parent), or other relative, will be formed with the needy parent or other relative as caretaker, and the minor and her child as children. (Senior Parent/Other Relative = PR; Minor Parent = PC; Minor's Child = PC). The TANF check will be in the name of the senior parent or other caretaker relative. Any siblings who have applied for or are receiving assistance will be part of the same assistance unit.
2. Cases in which assistance is requested for the minor parent, but not for the minor parent's child, and the senior parent (including a step-parent) or other relative is needy, will be formed with the senior parent or other relative as the caretaker and the minor parent as a child. (Senior Parent/Other Relative = PR; Minor Parent = PC). The minor's child does not have to be included in the assistance unit. The TANF check will be in the name of the senior parent or other relative. Any siblings of the minor parent who have applied for or are receiving assistance will be part of the same assistance unit.
3. When assistance is requested for the minor's child, but not for the minor parent, and the minor parent is living in the home, both must be included in the assistance unit. The case will be formed with the needy senior parent (including step-parent) or other relative as caretaker and the minor and minor's child as children. (Senior Parent/Other Relative = PR; Minor Parent = PC;



Minor's Child = PC). The TANF check will be in the name of the senior parent or other relative. Any siblings of the minor parent who have applied for or are receiving assistance will be part of the same assistance unit.

b. Minor Parent Living With Both Needy Parents

When assistance is requested for an unmarried minor parent and the minor's child, and both senior parents are in the household and are needy, form the case with both needy senior parents as caretakers and both the unmarried minor parent and the minor's child as children. (Senior Parent = PR; 2nd Senior Parent = PR; Minor Parent = PC; Minor's Child = PC). The TANF check will be in the name of one of the senior parents. If the second senior parent is a step-parent, he/she can be included in the assistance unit as a PR only if the natural senior parent is disabled. If the natural senior parent is not disabled, the step-parent may be included as an EWB if he/she meets EWB criteria.

c. Minor Parent Living With Needy Relative and Relative's Spouse

When assistance is requested for an unmarried minor parent and the minor's child living with a relative and relative's spouse, and both the relative and spouse are needy, form the case with the needy relative as the caretaker. The spouse of the needy relative cannot be included as a PR, but can be included as an EWB if he/she meets EWB criteria. (Other Relative = PR; Minor Parent = PC; Minor's Child = PC). The TANF check will be in the name of the caretaker relative.

2. Unmarried Minor Parent Living with Parent(s) or Other Relative(s) Who is Not Needy or is Not Requesting Assistance

a. Minor Parent Living with Parent Who is Not Needy or is Not Requesting Assistance

When assistance is requested for an unmarried minor parent and the minor's child, and the senior parent is not needy or does not request assistance, form the case with the senior parent as an excluded caretaker and both the minor parent and the minor's child as children. (Senior Parent = XA; Minor Parent = PC; Minor's Child = PC). The TANF check will be in the name of the excluded senior parent. A senior parent cannot be treated as an excluded adult if any siblings of the minor parent have applied for or are receiving assistance.

b. Minor Parent Living with a Relative Who is Not Needy or Who is Not Requesting Assistance

When assistance is requested for an unmarried minor parent and the minor's child, and the relative is not needy or does not request assistance, form the case with the relative as a caretaker not requesting assistance. The minor parent will be included as a caretaker. The case will be formed with the relative as NR and protective payee, the minor as the parent,

and the minor's child as a child. (Minor parent = PR; Minor's Child = PC; Caretaker Relative = NR). The TANF check will be in the name of the protective payee, the NR relative.

3. Unmarried Minor Parent Living with a Person Standing In Loco Parentis

When assistance is requested for an unmarried minor parent and the minor's child by a person standing in loco parentis, form the case with the minor as the parent, and the minor's child as a child. (Minor parent = PR; Minor's Child = PC). The person standing in loco parentis will not be part of the assistance unit. The TANF check will be issued in the name of the protective payee, the person standing in loco parentis.

4. Married Minor Parents

A married minor parent is a minor who is married and living with his/her spouse. A married minor parent living with a spouse is not eligible for assistance as a minor caretaker.

- B. Households with Multiple Groups of Children - A group of children can be a single child, or natural or adoptive siblings, or other children in a household whose relationship to the applicant is other than son or daughter. When the household consists of more than one group of children the determination of which children will comprise one assistance unit is based on legal responsibility. Children for whom the applicant has legal responsibility will make up one assistance unit. (Exception: When the minor parent, senior parent, and her child receive assistance as one unit.) All other children in the home for whom assistance is requested will make up a second assistance unit. A natural or adoptive parent is the only person who has legal responsibility for a child.

When the household consists of a married couple who each have a child(ren) of their own by a previous relationship and both parents request assistance for their child(ren), there will be one assistance unit with two caretakers. In the event there is a child(ren) born to the union of this couple, that child(ren) must be included in the assistance unit.

When a household consists of a man and woman cohabiting, each who have a child(ren) by previous relationships, there will be two separate assistance units. Should they have a child together, for whom paternity **has been established**, the child must be included in the assistance unit. The units must be merged as the new child is a sibling to both sets of children.

**Note:** When the woman is married to another man at the time of this child's birth or was married to another man in the ten months preceding this child's birth, both of the men will be referred to DCSE. The man to whom she was married is considered the father until DCSE has determined that he is not. DCSE must exclude the husband (who is considered the legal father) as the child's father before determining the paternity status of the man named by the mother. The units must not be merged until paternity has been established for the child in common.

- b. the earned income of an individual which is funded by the Workforce Investment Act of 1998 (WIA);
- c. for TANF-UP, unemployment compensation benefits;
- d. lump sum payments per 305.4.C;
- e. the earned income of a child that is a full or part-time student.

If the income of the assistance unit exceeds 185%, the case is ineligible for a payment.\*

## 2. Screening at the Standard of Assistance

The following procedures are applicable to the standard of assistance screening:

### a. Applications, Including Persons Being Added to An Existing Assistance Unit

Once the total gross countable income of the assistance unit is determined to be less than or equal to 185% of need, income must then be screened at the standard of assistance allowing earned income disregards where applicable.

- b. All AUs will be allowed the following deductions from earned income:

- (1) The standard deduction\*\*, the same amount used in the standard deduction for the Food Stamp program, and 20% of the remainder is deducted from the gross earnings.\*\*\* (Refer to Appendix 3 to Section 305, Step 2 and Section 305.3.B.7.)

Assistance Unit	Standard Deduction
1-3 members	\$134
4 members	\$143
5 members	\$167
6 or more members	\$191

### c. Ongoing Cases

Once the total gross countable income of the assistance unit is determined to be less than or equal to 185% of need, income must then be screened at the standard of assistance allowing earned income disregards where applicable.

- d. The following income is disregarded when income is screened at the standard of assistance:

- 1) all income specifically disregarded in 305.4.A;

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\* 45 CFR 233.20(a)(3)(xiii)  
 \*\* 22 VAC 40-295-60  
 \*\*\* 22 VAC 40-295-60

At each renewal, all income of the assistance unit must be verified, regardless of whether a change has been reported. If a change is identified, a prospective determination must be conducted in accordance with [Section 305.1.A.](#) to establish ongoing eligibility.

When a change in income occurs between renewals, a prospective determination must be conducted to establish ongoing eligibility.

When attempts to verify countable income prove to be unsuccessful because the person or organization that is to provide the verification fails to cooperate with the assistance unit and the local agency, and there are no alternate sources of verification available, the Eligibility Worker shall determine an amount to be used for TANF purposes based on the best available information. The case record must be documented to reflect the method used to arrive at the anticipated income.

In the above situation, the following verification will be considered the best available information:

1. a third party statement,
2. a collateral contact, or
3. as a last resort, the applicant's/recipient's written statement of the amount of income anticipated to be received in the payment month.

D. Handling Changes in Income (Earned and Unearned)

1. The assistance unit must report increases in income that place the assistance unit's monthly income above 130 percent of the federal poverty level based on assistance unit size.

The income limits are as follows:

<u>Income Limits</u>				
Household Size	Monthly Amount	Weekly Amount	Bi-Weekly Amount	Semi-Monthly Amount
1	\$1,107	\$257.44	\$ 514.88	\$ 553.50
2	1,484	345.11	690.23	742.00
3	1,861	432.79	865.58	930.50
4	2,238	520.46	1,040.93	1,119.00
5	2,615	608.13	1,216.27	1,307.50
6	2,992	695.81	1,391.62	1,496.00
7	3,369	783.48	1,566.97	1,684.50
8	3,746	871.16	1,742.32	1,873.00
Each Additional Person	+ \$377	+ \$87.67	+ \$175.34	+ \$188.50

existing court order for support, or a Virginia birth certificate with the father's name exists in the case record, support received from such person, if absent, must be redirected to the State.

4. Other nonresponsible persons - Cash contributions from non-responsible persons, such as cohabitants, are counted as income in the amount received or anticipated in establishing initial and continuing eligibility.

A cohabitant is a person cohabiting (as man and wife) with the parent of the TANF children.

- F. Deeming Income - In certain situations, the income of an individual living in the home with the assistance unit must be evaluated to determine what amount, if any, must be considered available to the assistance unit, or deemed, regardless of whether the income is actually made available to the unit. Income deeming is applicable to the following persons:

- a stepparent living with the assistance unit who is not included in the assistance unit. Income of a stepparent will be deemed available to the child(ren) **when** the natural or adoptive parent of the child(ren) is also living in the home. **The income of the stepparent will not be deemed available to a minor caretaker's assistance unit.** Divorce terminates the stepparent's financial responsibility, but not the degree of relationship.
- the parent(s) **(but not a step-parent)** of a minor parent, when the minor parent **resides with the parent(s)**.
- an alien parent who is ineligible for assistance due to his alien status.

The procedures described below are to be used to determine the amount of income that must be deemed available to the assistance unit.

1. Stepparent Deeming Procedures - The Code of Virginia has been modified in regard to the stepparent deeming procedure with the goal of keeping families together.\* The two-step procedure in a. below must be followed to determine eligibility and the grant amount when there is a stepparent in the home but not in the assistance unit and the parent is otherwise eligible for inclusion in the assistance unit. If the parent has been excluded from the assistance unit due to any reason other than failure/refusal to cooperate with DCSE, only Step 2 is necessary. If the parent has been excluded due to failure/refusal to cooperate with DCSE, the procedure in b. below is applicable.

- a. Step 1 - Determining Eligibility of the Parent in the Home -

Compute the amount of the stepparent's income available to the assistance unit by subtracting the following from the verified anticipated gross monthly earned income (use net profit if from self-employment) and gross unearned income:

- 1) The first \$90 of gross earned income;
- 2) The standard of need at 100% for household members claimed or who could be claimed as dependents on the stepparent's federal income tax return, excluding members of the assistance unit.

\* Code of Virginia, Section 63.2-6

Exceptions: The needs of an individual(s) who is not in the assistance unit due to an IPV sanction, failure to comply with SSN requirements, or failure to cooperate with DCSE will not be allowed.

If the stepparent has not previously filed a return or states that he will claim a different number of dependents for the current year, use the number of dependents he intends to claim for the current year.

Verify by statement from the stepparent.

- 3) Support, including wage assignments paid to individuals not living in the home who are claimed or could be claimed as dependents on the stepparent's federal income tax return.

If the stepparent has not previously filed a return or states that he will claim a different number of dependents for the current year, use the number of dependents he intends to claim for the current year.

Verify by statement from the stepparent.

- 4) Payments for alimony and child support, including wage assignments to individuals not claimed on the stepparent's federal income tax return and not living in the household.

Verify by statement from the stepparent.

Failure of the customer to verify the income of the stepparent will result in ineligibility of the case.

The amount remaining after the above deductions must be compared to the standard of assistance for the assistance unit. If the stepparent's income is less than the standard of assistance for the number of persons in the assistance unit, the parent's needs are included on the grant, and no stepparent income is deemed available. Only the income of the parent and child(ren) is to be considered in determining the grant amount. (Step 2 is not applicable in this instance.)

If the remaining amount equals or exceeds the standard of assistance for the number of persons in the assistance unit, the parent is not included in the assistance unit, and the child(ren)'s eligibility must be determined according to step 2.

Step 2 - Eligibility Determination For the Children When the Parent's Needs Must Be Excluded From the Grant - Determine the child(ren)'s eligibility and grant amount by counting the parent's income, the child(ren)'s income, and that portion of the stepparent's gross income in excess of 150% of the poverty level for two persons (the parent and stepparent), which is **\$1,711**. The latter is a standard amount and must be used in all cases regardless of the actual number

of dependents the stepparent has. Countable income is to be deducted from the standard of assistance at 90% for the assistance unit.

- b. Stepparent Deeming Procedure Used When the Parent in the Home Refuses/Fails to Cooperate With DCSE - When it is determined that the parent of the TANF child(ren) has failed or refused to cooperate with DCSE, the stepparent's income must be deemed available to the assistance unit, calculating the deemed amount in accordance with 305.4.F.1.a.1) - 4). The deemed income, in addition to the income of the parent and child(ren) must be counted to determine the assistance unit's eligibility and grant amount.

Failure of the customer to verify the income of the stepparent will result in ineligibility of the case.

- c. Stepparent Deeming When the Parent Is Not in the Home With the Stepparent - **The income of the stepparent will not be deemed when the natural/adoptive parent of the TANF children is not living in the home due to separation, divorce, or death. However, when the stepparent and the natural/adoptive parent are living apart due to military duty, employment, or other reason, and they both consider themselves to be living as husband and wife, they will not be considered separated and the income of the stepparent will be deemed.**

If the stepparent is included in a TANF assistance unit, policies and procedures applicable to assistance unit members apply instead of the deeming procedures.

Note: A lump sum payment received by an eligible child's stepparent is considered available to the assistance unit in the month of receipt only.

EXAMPLE #1:

Ms. P. is applying for TANF for herself and her 3 children. Ms. P. receives unearned income in the amount of \$50 per month, and each of the 3 children receives unearned income in the amount of \$50 per month, as well. Ms. P.'s husband (not the children's father) is employed and earns \$1,760 per month. Mr. P. has no other dependents.

1. To determine Ms. P.'s eligibility to be included in the AU:

Mr. P.'s income	<b>\$1,760.00</b>
Less \$90 disregard	<u>- 90.00</u>
	<b>\$1,670.00</b>
Less standard of need for 1 (group II)	<u>-174.00</u>
Amount deemed available to Ms. P.	<b>\$1,496.00</b>
Standard of assistance for 4 person AU	\$ 382.00
Note: The standard of assistance does not include the TANF Match Payment.	

Since the portion of Mr. P.'s income which is deemed available to Ms. P. exceeds the standard of assistance for 4 persons, she is not eligible to be included in the AU.

2. To determine the 3 children's eligibility, and, if eligible, the grant amount:

Stepparent's (Mr. P.'s) income	\$1,760.00
150% of poverty guidelines for 2 (monthly)	<u>-1,711.00</u>
Amount <u>greater than</u> 150% poverty guidelines	\$ 49.00
Standard of assistance for 3-person AU	\$ 320.00
Note: The standard of assistance does not include the TANF Match Payment.	
Less countable income (\$49.00 - amount of Mr. P.'s income which exceeds 150% of poverty guidelines; \$50 - Ms. P.'s unearned income; \$150 - the children's unearned income)	<u>- 249.00</u>
Grant amount	\$ 71.00

EXAMPLE #2:

Ms. J., who has been receiving TANF on behalf of herself and her 2 children reports that she remarried over the weekend. Ms. J. receives unearned income in the amount of \$100 per month. Her husband, Mr. J. is employed, with earnings in the amount of \$800 per month. Mr. J. has 3 children who live with his former wife, for whom he pays support in the amount of \$400 per month.

1. To determine Ms. J.'s eligibility to be included in the AU:
- |                                                         |                 |
|---------------------------------------------------------|-----------------|
| Mr. J.'s income                                         | \$ 800.00       |
| Less \$90 disregard                                     | <u>- 90.00</u>  |
|                                                         | \$ 710.00       |
| Less standard of need for 1 (group II)                  | <u>- 174.00</u> |
|                                                         | \$ 536.00       |
| Less support paid by Mr. J. to non-household dependents | <u>- 400.00</u> |
| Income deemed available to Ms. J.                       | \$ 136.00       |
| Standard of assistance for 3-person AU                  | \$ 320.00       |
- Note: The standard of assistance does not include the TANF Match Payment.

Since the portion of Mr. J.'s income which is deemed available to Ms. J. is less than the standard of assistance for 3 persons, she is eligible to be included in the AU. Proceed to grant calculation, since Ms. J. is eligible.

2. To determine the grant amount:

Standard of assistance for 3-person AU	\$ 320.00
Less countable income (Ms. J.'s income)	<u>- 100.00</u>
Grant amount	\$ 220.00

EXAMPLE #3:

Ms. L. is applying for TANF for herself and her 2 children. Ms. L. works 10 hours per week, and earns \$50 weekly. Her husband, Mr. L. (not the children's father) is employed and earns \$2,000 per month. Mr. L. has 1 child, who lives in the household also.



1. To determine Ms. L.'s eligibility to be included in the AU:

Mr. L.'s income	\$2,000.00
Less \$90 disregard	<u>- 90.00</u>
	\$1,910.00
Less Standard of need for 2 (group II) to include Mr. L. and his child	<u>- 257.00</u>
Income deemed available to Ms. L.	\$1,653.00
Standard of assistance for 3-person AU	\$ 320.00
Note: The standard of assistance does not include the TANF Match Payment.	

Since the portion of Mr. L.'s income which is deemed available to Ms. L. exceeds the standard of assistance for 3 persons, she is ineligible to be included in the AU.

2. To determine the 2 children's eligibility, and if eligible, the grant amount:

Stepparent's (Mr. L.'s) income	\$2,000.00
150% of poverty guidelines for 2 (monthly)	<u>-1,711.00</u>
Amount <u>exceeding</u> 150% of poverty guidelines	\$ 289.00
Standard of assistance for 2-person AU	\$ 254.00
Note: The standard of assistance does not include the TANF Match Payment.	

Therefore, the 2 children are ineligible for TANF, since Mr. L.'s income, in excess of 150% of poverty guidelines, exceeds the standard of assistance for an AU of 2.

2. Deeming Income in Minor Caretaker and Ineligible Alien Cases - Income must also be deemed to an assistance unit in the following situations. Applicable policies and procedures are explained below.

a. Minor Caretaker Living with Senior Parent(s) - When living together, the income of a senior parent(s) is to be deemed available to the minor caretaker's assistance unit.\* The senior parent's income must be considered available to the eligible child(ren) by applying the deeming procedure in Section 305.4.F.2.c. below. A stepparent's income is not deemed available to a minor caretaker's assistance unit.

When the minor caretaker is an SSI recipient, and lives in the home of his/her parent, the income of the senior parent(s) is deemed available to the minor caretaker's TANF assistance unit. If eligibility for TANF exists, the Social Security Office must be informed that the income is being counted for TANF purposes. The EW must document the case record to show that the Social Security office has been advised that the minor caretaker's parent's income is being counted for TANF purposes.\*

b. Ineligible Alien Parent - If a parent living in the home with the eligible TANF child is an alien and is ineligible for assistance

for himself due to his alien status, the parent's income must be considered available to the eligible child(ren) by applying the deeming procedure in [Section 305.4.F.2.c.](#) below.

- c. Calculating the Deemed Amount - Federal regulations provide the following procedure for determining the amount of income to be deemed available to the **TANF** assistance unit from the senior parent(s) or an ineligible alien parent,\* or a stepparent when the parent is not residing in the home **because of military duty, employment or other reason**, but the stepparent and parent are married **and consider themselves to be living as husband and wife**.

The amount to be deemed available is computed by subtracting the following from the verified anticipated gross monthly earned income (use net profit for earnings from self-employment) or gross unearned income of the senior parent(s), ineligible alien parent, or stepparent. Note: The TANF Match Payment is not countable unearned income.

Example: TANF recipient has an assistance unit of three (mother and two children). The mother reports she was married yesterday; however, her husband is not the father of her children. She reports he has earned income of \$550 a month. The AU also receives a TANF Match Payment of \$185. Continuing TANF eligibility is determined as follows:

Gross income:	\$ 550
	<u>- 90</u>
	\$ 460
	<u>- 174</u> (SON for 1 person Group II)
	\$ 286
	<u>- 0</u> (Support paid by the step dad)
	\$ 286

\$286 < \$320 (SOA for 3) – AU remains eligible. TMP not considered.

- 1) The first \$90 of gross earned income of each employed person.
- 2) The standard of need at 100% for household members claimed or who could be claimed as dependents on the senior parent's, stepparent's, or ineligible alien parent's federal income tax return, excluding members of the assistance unit.

Exceptions: The needs of an individual(s) who is not in the assistance unit due to **an** IPV sanction, failure to comply with SSN requirements, failure to comply with the declaration of citizenship/alienage status requirement, or failure to cooperate with DCSE will not be allowed.

If the senior parent, stepparent, or ineligible alien parent has not previously filed a return or states that he will claim a different number of dependents for the current year, use the number of dependents he intends to claim for the current year.

Verify by statement from the senior parent, stepparent, or ineligible alien parent.

B. Substantiation of Eligibility Factors

1. Initial Eligibility

The applicant must be advised of the need to substantiate the eligibility factors (e.g., categorical requirements and income) and that he may have in his possession the necessary evidence to establish eligibility. The responsibility of the eligibility worker is to secure, evaluate, substantiate, and record the facts regarding each element of eligibility, including the date of substantiation and the method of securing the information. **This information must be entered in the applicant's ADAPT case.**

At the time of application, there should be a joint decision between the client and the worker as to how necessary verification will be secured and who will assume the responsibility for securing each. The worker must provide any assistance unit, that needs and wants help, assistance in obtaining any necessary verifications. If the individual has a disability that impairs the individual's ability to gather the information necessary to establish eligibility for benefits, the worker must offer to assist the individual in gathering such information. In addition, if after the worker and applicant initially divide the responsibility for obtaining verification the applicant is, due to a disability, unable to secure information he or she agreed to obtain, the worker must revise the initial division responsibility and assist with obtaining additional information.

If, after advising the applicant of the necessary information, the applicant is reluctant or unwilling to provide verifications and refuses to permit the worker to secure them, the worker must consider carefully with him his reasons and explain that without the required verification, eligibility cannot be established. Exception: If the client is unable or refuses to provide verification of categorical requirements for a child who is required to be included in the assistance unit or if the child does not meet the conditions of eligibility, that child will be excluded; however, it may be possible to determine eligibility for the remaining assistance unit members.

If the client decides to assume the responsibility for obtaining the required verification, he must be advised that the information must be provided to the agency within ten (10) days and that failure to do so may affect the decision of eligibility. If the client cannot obtain the necessary information, because of circumstances beyond his control, and requests the worker's assistance in securing such information, the agency worker must then assume the responsibility for obtaining the needed verification.

his control, and requests the worker's assistance in securing such information, the agency worker must then assume the responsibility for obtaining the needed verification.

When the responsibility for obtaining verification has been assumed by the worker, the client must be advised that if the agency or person from whom verification has been requested does not respond to the request, eligibility cannot be established. In these situations, the Notice to Client of Action must be sent and the case record documented to reflect attempts made to obtain verification. Copies of all relative correspondence must also be in the case record.

If eligibility is established within the original 30-day processing time, the original application date is protected when an application is denied as a result of lack of required verification. The initial application date must be used if subsequent information substantiates the applicant's eligibility. (See 401.3.F.5.)

## 2. Ongoing Eligibility

When changes occur within the renewal period that affect eligibility or benefit amount, the agency must evaluate the change and take action to adjust the benefit amount, if necessary. The responsibility for changes lies with both the **household** and local agency. The **individual** must report changes in the household income and assistance status. Unless exempt, ongoing cases are subject to interim reporting requirements and must file an Interim Report about their circumstances between renewals. The agency must make adjustments in entitlement and benefit amount based on reported changes and for changes the agency initiates.

### a. Changes That Must Be Reported

- 1) The following changes must be reported by the **household** following case approval:
  - Changes in address (a new physical or mailing address); and
  - Changes in income that place the monthly income of the **household** (composition at approval or most recent renewal) above 130 percent of the federal poverty level (FPL).
  - That an eligible child has left the home.
  - **Changes that affect participation in Virginia Initiative for Employment Not Welfare (VIEW) Program.**

Assistance units must report the changes listed above within 10 calendar days from the date the unit knows of the change, but the report is timely if reported by the

of the exact date or the exact amount of income that has changed, the 10-day reporting period begins the day the change occurs. The change may be reported on the Change Report form, by telephone, face-to-face, by mail, or electronically.

The unit may also report a change of its circumstances with the filing of the Interim Report. Changes may be reported by an assistance unit member or any person having knowledge of the assistance unit's circumstances. When the report is made by mail, it may not reach the local agency within the 10-day period. The assistance unit will have met the reporting requirement if the letter is postmarked within the 10-day period. Substantiation of eligibility factors or verification of any change requested by the worker must be provided by the recipient as soon as possible but no later than 10 days from the date the information is requested.

2) Local Agency Action on Changes

The agency must act promptly to terminate or to adjust benefits when changes in the assistance unit's circumstances or income are reported by the recipient, including information about an impending change reported at application. The TANF case must reflect the following changes:

- changes reported by the assistance unit;
- changes put into ADAPT to meet reporting or policy requirements of another program;
- changes to prevent duplicate receipt of benefits; and
- changes that are considered verified upon receipt, such as notification by the foster care worker that a child has been removed from the home and placed in foster care.

Other information may become known to the agency through other means than listed above. If the change is one that the assistance unit was required to report, the agency must act on the information. If the change is a change that was not required to be reported, the agency must hold the information and evaluate it at the next interim report or renewal, whichever comes first.

Action will be taken according to Section 305.1, page 11.

- b. Substantiation of Eligibility - The recipient must be advised of the need to substantiate eligibility factors whenever a change is reported. When changes that affect eligibility or payment amount occur after the case has been approved, the responsibility for the change lies both with the recipient and the local agency.

- G. Suspension of Assistance\* - The grant may be suspended for one month when the agency has reason to believe that ineligibility will exist for only that month. The grant may be suspended for two consecutive months only when the reason for suspension in the second month is different than the reason for the suspension in the first month. **For example, a case may be suspended the first month because the customer fails to appear for a renewal interview. If the customer then completes the interview but needs to return information to establish continued eligibility, the case may be suspended for a second month to allow the customer time to furnish the information.**

There shall be no instances in which a case is suspended for more than two consecutive months. If the information needed to establish continued eligibility is not provided or renders the case ineligible, the payment for the following month will be terminated and the case closed.

Suspension of a payment is appropriate when:

1. Actual income is being used to calculate the payment according to policy in Section 305.1.B.2. and it is anticipated the recipient will receive a periodic extra pay check in the payment month.
2. Anticipated income causes ineligibility for one month.
3. The agency cannot contact the client and contact is necessary to establish continuing eligibility and the client cannot be located or agency mail to the client has been returned by the post office. The case record must be documented on agency efforts to locate the client. Suspension shall occur as soon as administratively possible.
4. Information needed to verify a change in circumstances or to substantiate eligibility is not provided in time to impact the next payment. (See 401.2.B.2.)
5. The customer fails to appear for a renewal interview.
6. The customer fails to return an Interim Report (not applicable to FEP cases).
7. The current net monthly support exceeds the current TANF benefit (ADAPT will automatically close the case when net support exceeds the TANF benefit for two consecutive months).

Exception: The full grant is sanctioned (i.e., the case is eligible for \$0 grant) when a VIEW participant is not in compliance with VIEW work requirements. Since the TANF case is not closed for a VIEW sanction, the sanction is imposed by a suspension of the grant using the appropriate suspension code.

- H. Interim Reporting - Interim report filing is required for all cases, unless they are exempt from filing as noted below. Assistance units subject to interim reporting must file an Interim Report by the sixth month of the renewal period. The assistance unit composition and financial circumstances reported on the Interim Report will be the basis of the TANF benefit amount for the remainder of the renewal period, unless the

\* 45 CFR 233.34(d)

assistance unit reports additional changes after filing the Interim Report.

1. Exemption from Filing

- a. All adult members of the assistance unit are elderly (60 years of age or older);
- b. All adult members of the assistance unit are disabled as evidenced by receipt of income payments, such as SSI or Social Security Disability payments. Refer to the Definitions Section of the Food Stamp Certification Manual for a complete list of persons considered disabled for purposes of interim reporting;
- c. All assistance units that are homeless (lack a fixed address and regular nighttime residence). Refer to the Definitions Section of the Food Stamp Certification Manual for a complete definition of persons considered homeless; and
- d. Any adult member of the assistance unit who is a migrant or seasonal farm worker (worker who has to travel to do farm work and who is unable to return to his permanent residence in the same day while doing farm work on a seasonal or temporary basis). Refer to the Definitions Section of the Food Stamp Certification Manual for complete definitions of migrant and seasonal farmworkers.
- e. All payee cases where the payee is a relative other than a parent or is a parent receiving SSI.

All other assistance units are subject to interim report filing.

- I. Interim Report Filing - An assistance unit that is required to file the Interim Report must have a 12-month renewal period. On or about the twentieth of the fifth month of the renewal period, the State Department of Social Services will create and mail the Interim Report to all assistance units so identified by the EW in ADAPT. Upon identifying cases due an Interim Report and producing the information for the Interim Report each month, the ADAPT system will suspend the case's eligibility. A list of cases sent the Interim Report and a copy of the Interim Report for the household will be available to the local agency through the Data Warehouse.

1. Client Responsibilities

The assistance unit must complete the Interim Report and return it to the local agency by the fifth day of the sixth month. If a change in circumstances is reported, the assistance unit must supply verification of the changed elements. The assistance unit must provide additional information or verifications as requested by the local agency within the time allowed. In TANF only cases, the caretaker (parent or relative with whom the child is living) or an authorized representative designated by the caretaker must complete the Interim Report. In joint TANF/Food Stamp households, the form may be completed and signed by any responsible household member or authorized representative.

401.4 NOTIFICATION TO APPLICANT/RECIPIENT - Federal regulations require that adequate and timely notice be sent to applicants and recipients to indicate that assistance has been authorized, denied, increased, reduced, or terminated.

"Adequate" means that the notice (**Notice of Action**) is received not later than the effective date of the action and includes a written statement of what action the agency intends to take, the reason for the action and the specific policy supporting the action. In the case of an assistance unit which has no permanent dwelling or fixed address and is otherwise considered homeless, the notice must be available at the local agency or mailed to another destination agreed upon by the client, such as a nonprofit agency or shelter, local post office, etc., to ensure it will arrive at such destination not later than the effective date of the action.

"Timely" means that the notice (**Advance Notice of Proposed Action**) is mailed, or available at the local agency in the case of an assistance unit which is homeless, at least ten (10) days before the effective date of the action, excluding the date of mailing and the effective date.

In certain situations timely notice is not necessary but adequate notice is always required.

A. Action Requiring Adequate Notice - Adequate notice must be sent to the applicant/recipient\* whenever:

1. Case action is taken to approve or deny an application or a request for an increase in grant; or
2. There has been a delay beyond the time standard in acting upon an application or a request for an increase in grant; or
3. Case action is taken to increase the amount of assistance; or
4. Case action is taken to include an additional eligible person in the grant or to change the number of eligible persons if no decrease in assistance results; or
5. Case action is taken to change the payee or the method of payment;
6. An assistance unit is due a revised amount of benefits (increase or decrease) or the unit is ineligible for benefits based on the evaluation of a completed Interim Report.
7. **Client requests closure of a VTP case.**
8. **VTP recipient transfers to another Virginia locality and is no longer eligible to receive the VTP.**

\*45 CFR 206.10(a)(4)



9. A reevaluation of eligibility based on information received within 30 days of the date following the application date or prior to the effective date of case closing occurs.

The notice shall be sent immediately following the case action or at the expiration of the time standard for processing applications, as appropriate.

The Notice of Action is used for this purpose. The notice shall state the amount of assistance; the amount of the TANF Match Payment (when applicable); the reasons for the action or failure to act and the regulations supporting action taken; and explain the applicant's/recipient's right to request an agency conference and/or to appeal if he disagrees with the action. A copy of the leaflet, "Appeals and Fair Hearings," must be attached to the form if this information is not printed on the back of the form. Fill in the necessary information on the leaflet. (Refer to the [Food Stamp Manual, Part XIX, Appendix I](#), for a list of legal aid offices in the state.) If the appeals and fair hearings information is on the back of the form, the worker must enter information about the local legal aid program on the front of the form.

- B. Other Action Requiring Adequate Notice - The form, Advance Notice of Proposed Action, will be used to provide adequate notice in certain situations, however, it is not necessary to send it 10 days prior to the effective date of the action. The notice must reach the client no later than the effective date of action. In any situation listed below, the assistance check will not be mailed in the original amount. The following situations would warrant an adequate notice.\*
1. The agency has factual information verifying the death of a recipient or of the payee when there is no relative available to serve as new payee and no person who can serve temporarily as emergency payee.
  2. The agency has verified that any member of the **assistance** unit has been admitted or committed to **a mental institution or a correctional facility** in which he does not qualify for public assistance.\* Note: See policy in [201.5.B](#) to evaluate continued eligibility.
  3. The recipient's whereabouts is unknown and agency mail directed to the payee has been returned by the post office indicating no known forwarding address. (The recipient's check must, however, be made available to him if his whereabouts become known during the payment period covered by a returned check.)\*
  4. A recipient has been accepted for assistance in a new jurisdiction within the state and the locality previously providing assistance has written evidence establishing that fact.\*
  5. The agency has written evidence that the TANF child(ren) has been removed from the home as a result of a judicial determination or has been voluntarily placed in foster care by his legal guardian.\*

\* 45 CFR 205.10(a)(4)(ii)

6. A special allowance granted for a specific period (for example, correction of a prior underpayment) is terminated and the recipient has been informed in writing that the allowance shall automatically terminate at the end of the specified period.\*
  7. When a recipient requests termination of assistance in writing. Such request is made by written statement, signed and dated by the recipient. If the recipient fails to enter the date, the worker must enter the date such statement is received in the agency.\*
  8. When a recipient becomes a patient receiving skilled care, intermediate care or similar other long term hospitalization. Note: See policy in [201.5.B.](#) to evaluate continued eligibility.
  9. When the customer provides a signed, written statement:
    - a) providing information which requires termination or reduction of assistance; and
    - b) indicating that the customer understands that action to reduce or terminate assistance must be taken in response to the information provided.\*
- C. Action Requiring Timely Notice - Federal regulations,\*\* require that in certain cases of proposed action to terminate, or reduce assistance, the Advance Notice of Proposed Action must be sent to the client. The agency may use the Notice of Action for this purpose, unless benefits in both TANF and Food Stamps are being reduced or terminated simultaneously.

When a change requires both a reduction or termination in public assistance benefits and a reduction or termination in food stamp benefits, the local agency shall issue a single Advance Notice of Proposed Action for both the public assistance and food stamp action.\*\*\* Timely notice must be sent to the recipient whenever the case is determined to be ineligible and whenever the grant must be reduced based on a change in the circumstances reported by the client or from any other source.

When the proposed action is to sanction a case for noncompliance with the Virginia Initiative for Employment not Welfare (VIEW) program, advance notice must be given using the Advance Notice of Proposed Action (032-03-0018-29). A copy of the notice must be sent to the Employment Services Worker to file in the VIEW record. (Refer to [Chapter 1000.20.](#))

**When the proposed action is to sanction a case for noncooperation with the Division of Child Support Enforcement (DCSE), advance notice must be given using the Advance Notice of Proposed Action (032-03-0018-29).**

\* 45 CFR 205.10(a)(4)(ii)

\*\* 45 CFR 206.10(a)(4)(i)

\*\*\* 7 CFR 273.12(f)(4)(i)

502.3 METHOD OF PAYMENT - Financial assistance under the TANF program is made available to eligible recipients in the form of a money payment in cash or check or direct deposit, with no restrictions imposed by the agency on the use of funds by the individual.

The following exceptions are permitted:

- A. In TANF, a "protective" vendor payment may be made under conditions specified in Section 502.7.
- B. In TANF, payment may be made for day care by vendor service payment under conditions specified in Section 403.7.
- C. In Emergency Assistance, payment may be made either as a money payment to the recipient or by the vendor method to the provider of goods or services,\* whichever is more practicable and advantageous to the family, except that the State Board has ruled that payment for purchase, repair, moving or storage of household equipment must be made by the vendor method.

502.4 DESIGNATED PAYEE - The persons who may be designated as payee are as follows:

- A. Money Payment
  - 1. The grantee-relative with whom the eligible child(ren) is living. The grantee-relative is ordinarily the caretaker, but may be other than the caretaker in some situations. Examples:
    - a. A child's father receives SSI and is the grantee-relative for the TANF payment which includes the mother as needy caretaker;
    - b. A 16 year old mother is the caretaker in an TANF grant, but her mother, with whom she lives, is the grantee-relative; such a grantee-relative, if needy, may be included in the assistance unit (see Section 302.7.A.).
    - c. An assistance unit consists of a 22 year old parent and her children. However, a relative also residing in the home is exercising primary responsibility for care and control of the children and, therefore, is the grantee-relative.
  - 2. The legal representative of the grantee-relative, if one has been appointed and has qualified.
  - 3. The protective payee, under conditions specified in Section 502.7.

Grant adjustments necessary to conform with the standard of assistance in effect in the locality to which the recipient has moved must be made effective for the month following the recipient's move. If the adjustment results in a decrease or termination of assistance, timely notice must be given to the client. It is the responsibility of the transferring locality to give timely notice. (See 502.6 D.2. for detailed instructions regarding transfers between Loudoun County and other agencies.)

C. Receiving Agency Responsibility

The receiving locality is responsible for completing a desk review within 5 working days of receiving the case and acknowledging receipt to the transferring agency using the Case Record Transfer form. The desk review must insure that there continues to be an eligible child in the home; inquiry about new employment with earnings greater than 130% of the federal poverty level; and, if a VIEW participant inquiry about reportable changes for VIEW. **If the case is a VIEW Transitional Payment (VTP) case, the EW must determine if the client continues to meet all of the eligibility requirements to continue to receive the VTP.** The receiving agency must impact these changes, affecting eligibility or payment for the first of the month following the month in which the transferring locality specifies as the last month they will make payment. This is the payment month for which the receiving locality will assume responsibility for the accuracy of the payment. If the receiving locality will not be approving the case, or will be approving it in an amount less than the prior payment, they are responsible for sending the Advance Notice of Proposed Action to the client. **If the case is a VTP case and the client is no longer eligible to receive the payment, the EW is not required to send an ANPA. In these instances, the EW will send the client a Notice of Action stating that the VTP will end.**

There are no circumstances under which it is permissible for the receiving locality to return the case to the transferring locality (other than the recipient subsequently moving back to the original locality).

must take action to mail a check to all clients listed. To access the Local Agency Action Due Inquiry List, select option 8 from the ADAPT Main Menu. Transmit. Select option 8 Check Handling Action Due List. Transmit. Note: When a direct deposit becomes CD1, the next month's benefit check will be issued to the client through the ADAPT system.

The EW is to mail the client the Direct Deposit Closed Account/Incorrect Information letter (032-03-674). This letter is sent to the agency printer by ADAPT. The EW is to check the appropriate box on the letter for the reason the direct deposit did not post. The reason is located on the Direct Deposit Utilities (CUDDEP) screen and the PA Specific Payment History (CHSPHS) screen. The letter notifies the client that the direct deposit did not post to the client's account and for the client to contact the local agency. A copy of the letter is to be put into the client's file.

- The EW may issue the client a state check or local check. Select Option 9, TANF Benefit Adjustment from the ADAPT Main Menu. On the TANF Benefit Adjustment screen enter "u" in Access, enter 11 in Option, enter pay ID # and the month for which the check is requested. Transmit. Enter the appropriate information to issue the state or local check.

Note: Whenever the client changes the routing number or bank account number CUDDEP will be put into Pending. A new pre-note file will go to the client's bank. Allow seven days to verify the information. A new pre-note letter is sent to the client and a copy is put in the client's file.

M. How to cancel a direct deposit

Responsible  
Party

Action

Eligibility  
Worker

**Client Request**

- Upon receiving a request in writing or the Direct Deposit Cancel Request form (032-03-675) completed by the client, the worker will access the ADAPT Main Menu. Select Option 4, CUMENU. Transmit. On CUMENU select Option 12, TANF Direct Deposit. On CUDDEP, press F5. A box will come up to ask you to confirm. Enter "Y" for yes. Transmit. (Note: If you enter "N" for no, no action will be done to the case.) The request to cancel the direct deposit must include the client's name, address, social security number,

signature and date. The form is available at  
[http://localagency.dss.state.va.us/divisions/  
bp/tanf/forms.cgi](http://localagency.dss.state.va.us/divisions/bp/tanf/forms.cgi).

#### Case Closure

- When the EW closes a case, the EW is to check to see if the case is direct deposit. If it is direct deposit, the EW should cancel direct deposit.

#### Reapplication

- When processing applications for TANF, the EW should check the direct deposit record. If the direct deposit record is active, the EW is to ask the client if he would like to keep direct deposit. If the client would like to keep direct deposit, the EW will confirm the bank information and Transmit. If the client does not want direct deposit, the EW should cancel the direct deposit.

Once direct deposit is canceled, send the client the Direct Deposit Cancel Verification Letter (032-03-676). The letter is available at  
[http://localagency.dss.state.va.us/  
Divisions/bp/tanf/forms.cgi](http://localagency.dss.state.va.us/Divisions/bp/tanf/forms.cgi).

2. explaining the benefits of providing information to DCSE such as possible entitlement to receive up to a \$50 disregard per month when support has been collected, monetary support for the child if the applicant/recipient loses TANF benefits, and future benefits or pensions for the children;
3. securing information regarding absent parent(s), and the amount of support, if any, which is received by or on behalf of the applicant/recipient from such persons;
4. reporting information about absent parent(s) to DCSE;
5. explaining the applicant/recipient's rights and responsibilities regarding the automatic assignment of rights to support (201.9), the requirement regarding cooperation in obtaining support and good cause for refusing to cooperate (201.10);
6. in pending applications where it appears from the applicant's statement that a putative father is **living in the home**, the local agency may pursue the establishment of paternity. **An Acknowledgement of Paternity, form VS22, obtained from the local health department, should be used for this purpose. The form must be completed, signed by the putative father, and notarized. A copy of the notarized Acknowledgement of Paternity should be filed in the case record and the original sent to the Virginia Department of Health, Office of Vital Records, P.O. Box 1000, Richmond, VA, 23218.**

Once a child becomes a recipient, the agency is not to pursue the putative father for the purpose of establishing paternity. However, the agency will accept an acknowledgement of paternity which is initiated by the putative father at any time. Paternity will be established by use of the notarized **Acknowledgement of Paternity form**. There will be no instance in which the local agency initiates court action for the purpose of establishing paternity when the putative father is not in the home. Additionally, the local agency will not accept a notarized statement denying paternity under any circumstances.

7. determining good cause for not cooperating with DCSE;
8. determining noncooperation with the local department of social services;
9. determining exceptions to providing identifying information on the noncustodial parent in Section 201.10 A.1.c.).

601.2 REFERRAL OF CASE INFORMATION TO DIVISION OF CHILD SUPPORT ENFORCEMENT - Federal regulations specify that the local agency is responsible for reporting to the Division of Child Support Enforcement (DCSE) all identifying information regarding each absent parent including putative and legal fathers, to aid in the securing of support and establishing paternity for TANF cases.\* This information must be provided concurrent with action approving the application or adding a child to a case, and is reported to DCSE. The information is collected **on the Absence Deprivation/Paternity 501 series screens in ADAPT**. The collected information is transmitted or forwarded to DCSE upon case approval or action to add a child.

Copies of documents, such as paternity statements, birth verifications, and court orders or divorce decrees, if available, are to be submitted at the time of case approval by attaching the legal document or supplement to the "Document Transfer Cover Form," **form number 032-03-0275-00eng (2/00)** and sending it via the courier pouch to the DCSE district office serving your locality.

A. Referral of TANF Cases

All TANF children with at least one parent absent from the home, including unestablished paternity, must be referred to the Division of Child Support Enforcement (DCSE).\* This referral is to be completed for each absent parent (AP), including legal fathers and putative fathers (whether the putative father is living in the home or not).

A 501 must also be completed for SSI children with at least one parent absent from the home upon case application or action to add a child to an existing assistance unit. System coding prevents children with an 'Exclusion Code' of A17 (SSI or AG Recipient) on EDDRVA (Non Financial Results) to be transmitted to DCSE. This child will be considered Non-TANF and support collected for this child will be sent to the custodial parent.

Current support paid to DCSE and sent to the custodial parent for the SSI child will not display on the report, 'TANF Cases, Current Collected Support, and Expected TMPs.' The TANF recipient will not receive a TANF Match Payment based on the redirected support for the SSI child.

No referral to DCSE is to be completed for a deceased legal parent, a deceased putative father, TANF-UP parents, a court convicted legal parent living in the home who is doing unpaid community service, the caretaker's absent spouse who is not a parent of one of the children in the assistance unit, or the absent parent of a child subject to the family cap provision, or the father of a child conceived by artificial insemination from an anonymous donor. In addition, no referral to DCSE is to be completed for an adoptive parent, a biological parent, or a putative father when there is a court ordered termination of Adoptive Parents Rights for a child. The client's statement is acceptable verification of the parent's status (reason for absence, including death), unless there is reason to question the information provided.

\* 45 CFR 235.70



It is the responsibility of the eligibility worker to obtain as much information as possible at the time of application and when an individual is added to the TANF case. When any new information regarding the absent parent becomes known to the agency at each redetermination or during the interim, this information is to be transmitted to DCSE via **on the Absence Deprivation/Paternity 501 series screens in ADAPT**.

In order for DCSE to have a "workable case," it is vital that certain key information be obtained by the Eligibility Worker when completing the form or transmitting information **on the Absence Deprivation/Paternity 501 series screens in ADAPT**.

When interviewing the applicant/recipient, concentrate on securing the following information:

- AP's name
- AP's residence address (current and past)
- AP's Social Security Number
- AP's employer's name and address (current and past)
- AP's date of birth
- AP's parents' name and address (even if deceased)

Any of the above information, either in whole or a combination thereof will be beneficial to DCSE in locating the absent parent.

If the applicant/recipient cannot give the AP's name or can only provide the AP's name and no other identifying information, the Eligibility Worker should obtain as much information as possible **on the Absence Deprivation/Paternity 501 series screens in ADAPT** for **submission** to DCSE.

The following criteria are to be applied when referring an absent parent to DCSE:

1. In all cases where the child's parents are married or were married at the time of the child's birth and when someone other than that parent is identified as the child's father, the putative or acknowledged father is to be referred as well as the legal father.
2. If the father's name appears on the child's official birth certificate issued in 1996 or later by the Virginia Department of Health, Division of Vital Records, or by the vital records section of any other state government, evidence of paternity exists for TANF purposes.

3. When there is no legal parent or acknowledged father and more than one individual is named as a child's parent, refer all named individuals
4. If an applicant/recipient claims that the father of the child is unknown, a referral must be made. The reason that the father is unknown must be evaluated with the applicant/recipient to determine if failure to cooperate or good cause exists. (201.10 A.1.c and 201.10)
5. For an otherwise eligible child who has been emancipated by court order (Sections 16.1-331 through 16.1-334 of the Code of Virginia), a referral must be made on the absent parent(s). For an otherwise eligible child who has been emancipated by marriage, the referral will also be made on the absent parent(s).

B. TANF-UP Cases

The natural or adoptive parents residing in the home in a TANF-UP case are not referred to DCSE. Determine if an absent parent of a child(ren) in the assistance unit must be referred as per policy in this section.

C. Changes to TANF and TANF-UP Cases

Changes to TANF and TANF-UP case information will be transmitted to the Division of Child Support Enforcement by computer.

When a child is added to an existing case, all identifying information regarding the absent parent must be provided to DCSE **on the Absence Deprivation/Paternity 501 series screens in ADAPT** concurrent with action to add the child in accordance with Section 601.2 A.

D. Contact with the Absent Parent

When the local agency determines that contact with the absent parent is necessary, such contact will be limited to verifying contributions being made directly to the assistance unit.

E. Automated Communication with DCSE

**Non-cooperation information on the custodial parent is displayed as an alert in the ADAPT system to the eligibility worker.**

- B. Absent Spouse of the Caretaker who is a Relative Other Than Parent of Eligible Children - Determine if the absent spouse of such caretaker is paying support and/or alimony and the amount contributed. If the amount being paid, when added to other countable income of the caretaker, equals or exceeds that individual's needs, the caretaker will be excluded in determining the amount of assistance payment. If the amount is insufficient when considered as above, the caretaker will be eligible to be included in the assistance unit. Support/Alimony received by the caretaker must then be combined with gross support being received from the absent parent of the eligible children. (See Section 305.4.E.2 regarding the calculation of the initial payment(s)). Future support/alimony payments received after case approval must be paid to the Division of Child Support Enforcement and this income will be disregarded. The amount of assistance payment will be computed based on total needs minus countable income, up to the maximum reimbursable amount. (Refer to 302.2.) If the caretaker is receiving alimony only, (support not commingled with child support) this is to be retained by the assistance unit and counted as income to the unit. The \$50 disregard is not applicable.
- C. Absent Spouse of the Parent of the Eligible Children - Support or alimony paid to an eligible child's parent in the assistance unit (this parent must be in the assistance unit unless one of the criteria in 302.6.D. exists) must be considered as income to the unit. Combine the support/alimony of the eligible child's parent with support received from the absent parent of the child. The first \$50 of total gross support received by the parent and eligible child(ren) will be disregarded in determining eligibility. If the net amount being received, when added to other countable income, equals or exceeds the appropriate standard of assistance, eligibility does not exist. (See Section 305.4.E.2 regarding the calculation of the initial month's payment(s)). If the amount is insufficient when considered as above, future payments received after case approval must be paid to Division of Child Support Enforcement and will be disregarded in determining the amount of the assistance payment. If the caretaker is receiving alimony only (support not commingled with child support) this is to be retained by the assistance unit and counted as income to the unit. The \$50 disregard is not applicable.
- D. Putative Father Absent from the Home - Cash contributions from a putative father, less the first \$50, will be counted as income against the grant, in the amount received by the assistance unit, until these contributions are redirected to the Division of Child Support Enforcement. (See 305.4.E.3. for treatment of cash contributions from putative fathers.) Once the contribution is redirected, the amount of the assistance payment will be computed based on the standard of assistance for the unit minus other countable income, up to the maximum reimbursable payment.

- C. Individuals unable to participate because of a temporary medical condition that prevents entry into at least 10 hours per week of employment **and** training **activities**, as determined by a medical professional. A medical professional is defined as a medical doctor, including psychiatrist, or doctor of osteopathy, or a licensed physician's assistant or nurse practitioner working under the auspices of a medical doctor or doctor of osteopathy. This definition of medical professional applies in exemption F below also.

The individual must provide the local agency a completed Medical Evaluation (form 032-03-0654-03-eng) completed by the medical professional that states the nature and scope of the incapacity, including abilities and limitations of the individual, and the duration of the incapacity. **If the medical form does not specify the duration of the medical condition, or if the form is otherwise incomplete, the eligibility worker must contact the medical professional to obtain the missing information before acting on the medical.**

The form is to be completed by a medical professional with thorough knowledge of the condition(s) that are believed to limit or prohibit the client's ability or participate in VIEW. Typically, this is the doctor or other medical professional who is currently treating the client for the condition. If, however, in the opinion of the agency, the client's condition is such that it should be evaluated by a specialist, then the specialist should make the evaluation, complete and sign the form.

Medical exams necessary to determine exemption status for VIEW or to assess a VIEW participant's ability to participate in the program will be arranged through Medicaid when possible. When medical coverage does not exist, the medical exam can be paid for with VIEW funds. The agency will pay for the first medical exam; the agency may pay for additional exams, but is not required to do so.

The agency may choose to request and pay for a 2<sup>nd</sup> evaluation from a medical professional whenever the 1<sup>st</sup> evaluation is deemed by the agency to be inadequate to determine the client's exemption status, or ability to work or participate, or is otherwise questionable.

If the physician indicates that the individual is able to participate in employment **and** training **activities** but is limited in the types of activities that can be performed, or the hours of participation, the eligibility worker must refer the individual to VIEW and share the information with the ESW so suitable accommodations can be arranged. The employment services worker must work with the individual to find suitable **component assignments**, taking into account any limitations indicated by the physician. The agency shall ensure that reasonable accommodations are made if needed.

If the individual is unable to participate in VIEW **for at least 10 hours per week** because of a temporary medical condition **substantiated by a medical statement**, the eligibility worker must **obtain a new medical and reevaluate the exempt individual's incapacity immediately following the anticipated end of the incapacity as originally noted**. If the duration indicated for the condition is more than 12 months, or if the disability is identified as permanent, a new medical must be obtained every 90 days.

901.3 RESPONSIBILITIES OF THE ELIGIBILITY WORKER - Regarding VIEW, the eligibility worker must:

- A. Explain the exemption criteria to all applicants at application and to recipients at redetermination, and their obligation to report changes affecting their status. The recipient must provide information and verify all reported changes in exemption status. The eligibility worker must change the exemption status in the month in which the change is verified. Note: Changes that result in a status change from exempt to non-exempt which are reported late, do not constitute an overpayment.
- B. Screen for VIEW status and refer recipients for VIEW participation, when appropriate, and use the appropriate system VIEW status codes (Refer to ADAPT field help on AEGNFS). Obtain a completed "Do You Have a Disability?" Form and give a copy to the ESW for the VIEW record.
- C. Explain the requirements of the VIEW Program and the related supportive services to all applicants/recipients at application and redetermination. Information should also cover the transitional child care, **and** transitional Transportation benefits available when the TANF case closes. All applicants and recipients, including non-parent caretakers in the assistance unit, who are not mandatory must be offered the opportunity to volunteer for the VIEW Program.
- D. Advise all applicants/recipients of the sanctions/penalties that apply for failing/refusing to participate in VIEW, without good cause. The VIEW worker will evaluate good cause.
- E. Refer those individuals who have been determined to be exempt from participation on the basis of incapacity to the appropriate state vocational rehabilitation agency using the Referral to Rehabilitative Services Form. The eligibility worker should provide available medical and other appropriate information with the referral.

- N. Send the Advance Notice of Proposed Action to the recipient at least sixty days prior to the case termination effective date when the 24-months time limit is to expire.
- O. Upon notification from the VIEW worker indicating that the VIEW participant is being placed in a Full Employment Program (FEP) placement, suspend the TANF payment per 901.14. The eligibility worker must conduct a prospective determination of eligibility in the last month of the FEP placement.
- P. When closing a TANF case with a VIEW participant, determine VTP eligibility. Inform the ESW if the VTP is started or terminated in ADAPT.
- Q. Close the VTP case when the client is no longer eligible.
- R. **Transfer the VTP case when a client moves to another locality in Virginia. Note: It is the responsibility of the receiving agency to determine if the client continues to meet all of the VTP eligibility requirements.**

901.4 RESPONSIBILITIES OF THE VIEW WORKER - The VIEW worker must:

- A. Have the recipient sign the Agreement of Personal Responsibility as part of the initial assessment interview.

Note: Explain IPV (Intentional Program Violation) reporting requirements and penalties to the participant. Have the client sign the Notice of Intentional Program Violation Penalties. This form may be located on the local agency DSS Intranet site ([www.localagency.dss.state.va.us](http://www.localagency.dss.state.va.us)). Give a copy to the client and place a copy in the VIEW record. See Section 102.\* Obtain a copy of the "Do You Have a Disability?" form from the EW. If the EW failed to have the client complete the form, the ESW will complete the form with a client and give a copy to the EW for the TANF record.

- B. Enter the date that the Agreement of Personal Responsibility is signed in ESPAS on the VIEW assessment record.

NOTE: This trigger will start the participation counter in ADAPT that tracks the 24 months of TANF eligibility.

- C. Advise the eligibility worker of the non-exempt recipient's refusal to sign the Agreement of Personal Responsibility, if applicable.
- D. Determine in which component(s) an individual must participate and whether he complies.
- E. Report to the eligibility worker, within three working days, any changes which financially impact the recipient, which have occurred in the VIEW activities of the TANF or TANF-UP recipient such as securing of employment or entering the Full Employment Program.
- F. Advise the eligibility worker that a case is to be sanctioned and the appropriate sanction period. The EW will send the ANPA (032-03-0307-01-eng) within three working days of receipt of the notification from the ESW.
- G. Advise the eligibility worker when participation begins again so the eligibility worker knows when to remove the sanction.

\* 2002 Acts of Assembly, Item 362

A month in which the TANF grant is suspended is counted as a month of participation. When a mandatory VIEW participant becomes exempt, the case is placed in inactive status, or the TANF case closes, the 24-month count stops. If a TANF case closes with months remaining in the 24-month period, the count will resume at the point it stopped, when a new TANF application has been approved and a new Agreement of Personal Responsibility has been signed.

An assistance unit that had time left on the clock when the TANF case closed begins a new twenty-four month period if the assistance unit did not receive TANF for at least twenty-four months after case closure. Sanctions will not carry over into a new twenty-four month period.

Hardship Exception to the Twenty-Four Month Time Limit: The VIEW worker may grant a hardship exception according to the hardship criteria found in Section 1000. The VIEW worker must notify the eligibility worker when the hardship exception is to end, allowing time for the ten-day Advance Notice of Proposed Action to be mailed by the eligibility worker to the participant. The eligibility worker must close the TANF case. A hardship exception is an extension of the time limit and cannot be granted during the period of ineligibility (see 901.11).

A TANF case that is granted a hardship extension is not eligible for the VIEW grant calculation. (See 901.7.)

Time Limit Rules for Two-Parent Cases:

1. When a parent leaves an assistance unit for any reason, the time on the case clock remains with the existing case. If the parent who left the assistance unit applies for his/her own TANF case, the count on the clock from the previous case will follow and the same months on the clock will remain in place for the parent who remains in the home.

Example: Mr. and Mrs. X and their children receive TANF-UP. Mr. X enrolled in VIEW in December, and the VIEW clock started in January. In June, Mr. X moved out along with one child, and applied for TANF for himself and the child. The VIEW clock for Mrs. X is 6 and Mr. X's VIEW clock is also 6.

2. When one parent leaves, the children are subject to the time limit and period of ineligibility of the parent with which they reside.
3. When one parent leaves, a VIEW sanction remains with the individual who caused the sanction.
4. When a parent is added to a TANF case with an existing time clock, he is subject to the clock of the case.

Example 1: Mr. and Mrs. Y receive TANF-UP and have 6 months on their VIEW clock. Mr. Y leaves the household and moves in with Ms. A, who is a VIEW participant with a VIEW clock of 10 months. Mr. Y is now subject to the VIEW clock of 10 months.

Example 2: Mr. and Mrs. Y receive TANF-UP and have 6 months on their VIEW clock. Mr. Y leaves the household and moves in with Ms. A, who is a VIEW participant with a VIEW clock of 3 months. Mr. Y is now subject to the VIEW clock of 3 months.

5. When a parent is added to a TANF case without an existing time clock, the case he joins is subject to the clock count at the point he left the previous case.

Example: Mr. and Mrs. Y receive TANF-UP and have 6 months on their VIEW clock. Mr. Y leaves the household and moves in with Ms. A, who is exempt from VIEW and does not have a VIEW clock. Because the case he is joining does not have a VIEW clock, the new case is subject to the VIEW clock of Mr. Y and Ms. A and Mr. Y are now subject to a VIEW clock of 6 months.

901.10 NOTICE AND APPEAL OF THE TIME LIMIT\* - ADAPT will generate an Advance Notice of Proposed Action at the beginning of the twenty-second month of VIEW participation **that** will be mailed to the recipient **by the local agency EW**. The notice must be mailed, or available at the local agency in the case of an assistance unit which is homeless, at least sixty (60) days before the effective date of the action, excluding the date of mailing and the effective date, to terminate the TANF case due to the twenty-four month time limit. The notice shall also inform the participant of the circumstances which constitute a hardship exception and how to apply for one. In addition, the **ESW** must make a good faith effort to inform the person verbally.

If a case is not in approved status in the system on the first of the month of month twenty-two, the eligibility worker must send a manual Advance Notice of Proposed Action. This notice must inform the recipient that financial assistance is scheduled to terminate due to the twenty-four month time limit and that they and their family will be ineligible for financial assistance for at least twenty-four months after termination of TANF. Information regarding circumstances which constitute a hardship and how to apply for one must also be provided.

If an applicant is reapplying for TANF, and has already received a 60-day notice, the agency must note the number of remaining VIEW months on the Notice of Action to approve the case.

In the event the notice is not issued in a timely manner, the agency must not close the case due to the 24-month time limit until the full 60-day advance notice period has expired. Any benefits received after the 24th month are an overpayment and must be recovered.

If a hearing is requested prior to the effective date of the proposed change to terminate benefits due to the 24-month time limit, a participant appealing such change shall have the right to continued direct payment of TANF benefits pending final administrative action on such appeal.

Termination of financial assistance due to expiration of the time limit is the only circumstance which requires a 60-day notice. For any other action, adhere to policy found at manual sections 401.1-401.6 regarding notification.

\* Code of Virginia, §63.2-612



901.11 PERIOD OF INELIGIBILITY - The VIEW participant and all of his natural and adopted children are ineligible for TANF for a period of twenty-four months beginning with the effective date of TANF case closure due to the twenty-four month time limit.

This 24-month period of ineligibility applies to the following individuals:

- A. All natural or adoptive children in the assistance unit who received TANF while the caretaker/parent was participating in the VIEW Program. For income information for children in a VIEW period of ineligibility, refer to Sections 302.6, 303.3, and 305.4.;
- B. A child subject to the family cap provision;
- C. A baby who is born to the participant or to the minor natural or adoptive child of the participant during the period of ineligibility;
- D. All natural or adoptive children of the participant who move into the participant's home during the period of ineligibility, even if the child did not receive TANF with the participant during VIEW participation or received assistance only for part of the time during VIEW participation; and
- E. Any individual who is sanctioned and is an otherwise required member of the assistance unit.

EXCEPTIONS: (1) If the parent dies during the period of ineligibility, the children of that parent may receive TANF with another relative, if otherwise eligible. (2) A minor parent or child who turns 18 during the period of ineligibility may apply and receive TANF in her own right for herself and her child(ren), if otherwise eligible. (3) If it is determined that the parent became disabled during the period of ineligibility or became required to care for a household member with a disability, and such a disability or situation prevents employment, the parent and children in the family may receive TANF benefits without regard to the period of ineligibility. The worker must assist the parent

in pursuing other benefits, as appropriate. **The disability must be re-evaluated based on a new medical at the end of the anticipated duration as noted on the medical statement. If no duration is noted, or if the duration noted is more than 12 months, or permanent, a new medical must be obtained and the incapacity reevaluated every 90 days.** The case is to be closed as soon as administratively possible upon verifying that the parent is able to work **or is no longer needed to care for a disabled household member.**

The 24-month period of ineligibility status remains with any participating family member who moves out of his parent's home during the period of ineligibility.

The eligibility worker must inform the caretaker/relative who applies for TANF for such children when the period of ineligibility expires so they may reapply for assistance at that time.<sup>6</sup>

Example #1: Ms. Smith's TANF case was closed effective January 1998, due to expiration of the period of eligibility while she was participating in the VIEW Program. Her son, Joe, who was an assistance unit member while Ms. Smith participated in the VIEW Program, moved to his grandparent's home in June 1998. In that same month, Joe's grandmother filed an application for TANF, for herself and Joe. The application for TANF is denied due to the fact that Joe was an assistance unit member during Ms. Smith's VIEW participation in which the period of eligibility had expired. Joe will remain ineligible for receipt of TANF until the entire 24-month period of ineligibility has expired.

Example #2: Ms. Smith, who is an TANF recipient with her sons Josh and Joe, began participating in the VIEW Program in March 1996. Josh moved out of Ms. Smith's home in June 1996 to move in with his aunt. The aunt applied for TANF, on Josh's behalf, in June 1996. The aunt's TANF application for Josh may be approved, if Josh is otherwise eligible, because Ms. Smith's TANF case was not in a period of ineligibility when Josh left.

NOTE: No member of the assistance unit in a period of ineligibility is eligible for the Diversionary Assistance Program. (See Chapter 800.)

901.12 TRANSFERS - Active VIEW cases transferred to another agency should be treated as follows:

- A. When a VIEW case with no earned income and not in a sanction transfers to another agency, the VIEW time clock stops until such time as the VIEW worker does an assessment and re-starts the clock. The receiving agency is responsible for adjusting the clock after the assessment.
- B. When a VIEW case with earnings transfers to another agency, the VIEW clock continues.
- C. A sanction period continues when a sanctioned VIEW case transfers to another agency.

901.13 TRANSITIONAL BENEFITS - When a VIEW case closes the family may be eligible for transitional benefits during the 12-month period **following TANF case closure**. **These benefits** include child care, transitional employment and training\* (TET), transitional transportation, and transitional payments. Eligibility criteria for transitional child care benefits are located in the Child Care Policy Manual and policy for transitional transportation **are** located in Chapter 1000 of this manual.

A. VIEW Transitional Payment (VTP)

1. The purpose of the transitional payment is to encourage job retention.

In order to establish a VTP, **the EW must** verify the client's wages. The wage verification cannot be more than 30 days old and, if new income, verification must be received prior to establishing the VTP. Client statement may be used for prospective calculations to determine ongoing TANF eligibility but not for the establishment of the VTP. A VIEW case must already be open **prior to the establishment of a VTP**.

2. The amount of the VTP is \$50 for each VIEW participant who meets the criteria **below**.
3. If the VTP **amount is** \$100 in a two parent **household and one parent** leaves the home, the payment must be reduced by \$50.
4. VTP information is keyed in the ADAPT system **by the EW**. Upon successful completion of all VTP fields on the 'Establish/Reinstate VIEW Transitional' screen, ADAPT will display the 'Authorize Case NOA's' screen. The worker must print and mail the NOA **to the recipient**.
5. Criteria for Receipt of the VTP:
  - a. The client is in VIEW at time of TANF case closure.
  - b. The TANF case closes for any reason other than no eligible child in the home (including a child ineligible due to truancy) or because the client cannot be located.
  - c. VIEW participants who are employed at least 30 hours per week and earning at least minimum wage at the time of TANF case closure will be eligible for a VTP payment if they meet **all** VTP eligibility criteria.
  - d. The TANF case must not be in a VIEW sanction **or** referred for a VIEW sanction at time of **the** TANF case closure.

Instructions on how to establish, reinstate, reissue, close and cancel a VTP is located in the ADAPT Training Materials located at <http://spark.dss.virginia.gov/support/adapt/training.cgi>.

- f. The client must not be in an IPV penalty period at the time of the TANF case closure.
6. Criteria for Termination of VTP:
- a. The client is no longer working at least 30 hours per week.
  - b. The client's earnings fall below the current federal minimum wage.
  - c. There are no TANF eligible children in the home.
  - d. The client files a TANF reapplication.

If the client relocates to another locality in Virginia, the agency will transfer the VTP case. The client will continue receiving VTP as long as VTP eligibility requirements are met.

When employment ends, hours fall below 30 per week, wages decrease to below the current federal minimum wage, or the only eligible child leaves the home, the VTP must be closed and cannot be re-established. The VTP must be terminated if there is a job change causing a break in employment which results in the average hours for the month falling below 30 per week. The VTP must also be ended if the employment is with an educational or training institution and the job ends because the employer closes for summer break **(lasting more than thirty days)**.

Official closures by educational or training institution employers for quarter or semester breaks **(lasting less than thirty days)** during which the client cannot work will not impact the VTP payment.

**If a client who is approved for, and begins receiving a VTP, appeals the TANF case closure and requests that the TANF grant be reinstated during the appeal, the VTP will be stopped. If the client loses the appeal and the TANF case is closed, the EW will again evaluate eligibility for a VTP following VTP guidelines. If the client is eligible for VTP, the 12 month VTP eligibility period will begin with the month after the second TANF case closure.**

A TANF recipient may receive a VTP in each 12-month transitional period.

901.14 FULL EMPLOYMENT PROGRAM - The Full Employment Program (FEP) is a subsidized, training-oriented employment activity for VIEW participants who have been unable to find a job on their own. FEP uses government funds to directly subsidize wages paid by the employer. Wages are paid through the regular employee payroll based upon hours worked in lieu of TANF benefits. A monthly stipend is issued to the employer for the duration of the FEP placement.

The FEP placement and stipend periods are a fixed six-month period. The placement begins the month FEP employment begins and ends on the last day of the sixth month, e.g., placement begins June 10 and continues through November 30, and the corresponding stipend period begins on July 1 and ends on December 1. The begin date of placement cannot be a date within the last 11 days of the placement month.

A parent or other caretaker-relative may participate in FEP. Only one person in a case can be in FEP at any time. No member of a case serving a VIEW sanction can participate in FEP unless the minimum sanction period has elapsed.

TANF Transmittal 36

VIEW GRANT CALCULATION

Example 1 - Earnings

Assistance unit of 2 in a Group II locality. Mom receives a TANF Match Payment of \$135 and earns \$450 gross monthly. The monthly Federal Poverty Level for an assistance unit of 2 is **\$1,141**.

Step (1) - Screening at Federal Poverty Level

\$ 450.00 Gross Monthly Earnings <  
**\$1,141.00** Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$254.00 Standard of Assistance for 2  
0 Unearned Income  
\$254.00 TANF Deficit

The TANF Match Payment does not impact the TANF deficit.

Step (3) - Earned Income Disregards

\$450.00 Gross Monthly Earnings  
-134.00 Standard Deduction  
\$316.00 x 20% = 63.20  
- 63.20  
\$252.80 Net Earned Income

Step (4) - Add Net Earned Income and TANF Deficit

\$252.80 Net Earned Income  
+254.00 TANF Deficit  
\$506.80 < Federal Poverty Level

\$254.00 = VIEW Payment (TANF Grant)

Example 2 - Earned and Unearned Income

Assistance unit of 2 in a Group II locality. Mom earns \$300 gross monthly and the assistance unit also received \$120 unearned income monthly.

Step (1) - Screening at Federal Poverty Level

\$ 300.00 Gross Monthly Earnings <  
**\$1,141.00** Month Federal Poverty Level for 2

Step (2)                    -            Unearned Income

                                         \$254.00    Standard of Assistance for 2  
                                         -120.00    Unearned Income  
                                         \$134.00    TANF Deficit

Step (3)                    -            Earned Income Disregards

                                         \$300.00    Gross Monthly Earnings  
                                         -134.00    Standard Deduction  
                                         \$166.00    x 20% = 33.20  
                                         - 33.20  
                                         \$132.80    Net Earned Income

Step (4)                    -            Add Net Earned Income and TANF Deficit

                                         \$132.80    Net Earned Income  
                                         +134.00    TANF Deficit  
                                         \$266.80    < Federal Poverty Level

                                         \$134.00 = VIEW Payment (TANF Grant)

**Example 3 - Earnings Result in Ineligibility**

Assistance unit of 4 in a Group III locality. Mom earns **\$1,895** monthly gross income. The monthly Federal Poverty Level for an assistance unit of 4 is **\$1,721**.

Step (1)                    -            Screening at Federal Poverty Level

**\$1,895.00**    Gross Monthly Earnings >  
                                         **\$1,721.00**    Monthly Federal Poverty Level for 4

                                         Ineligible.

**Example 4 - Maximum Reimbursable**

Assistance unit of 6 in a Group I locality. Mom earns \$450 gross monthly income. The monthly Federal Poverty Level for an assistance unit of 6 is **\$2,301.00**.

Step (1) - Screening at Federal Poverty Level

\$ 450.00 Gross Monthly Earnings <  
**\$2,301.00** Monthly Federal Poverty Level for 6

Step (2) - Unearned Income

\$470.00 Standard of Assistance for 6  
      0       Unearned Income  
\$470.00 TANF Deficit

\$443.00 Maximum Reimbursable Amount

Step (3) - Earned Income Disregards

\$450.00 Gross Monthly Earnings  
-191.00 Standard Work Deduction  
\$259.00 x 20% = **51.80**  
  51.80    
\$207.20 Net Earned Income

Step (4) - Add Net Earned Income and TANF Deficit

\$207.20 Net Earned Income  
+443.00 Maximum Reimbursable TANF Deficit  
\$650.20 < Federal Poverty Level

\$443.00 = VIEW Payment (TANF Grant)

**Example 5 - Earned Income Case with Immunization Penalty**

Assistance unit of 2 in a Group III locality. Mom earns \$960 gross monthly income. One member of the AU receives \$60 SSA monthly. The monthly Federal Poverty Level for an assistance unit of 2 is **\$1,141**. There is a \$50 immunization penalty.

Step (1) - Screening at Federal Poverty Level

\$ 960.00 Gross Monthly Earnings <  
**\$1,141.00** Monthly Federal Poverty Level for 2

Step (2) - Unearned Income

\$323.00 Standard of Assistance for 2  
- 60.00 Unearned Income  
\$263.00 TANF Deficit

Step (3) - Earned Income Disregards

\$960.00 Gross Monthly Earnings  
-134.00 Standard Deduction  
\$826.00 x 20% =165.20

Step (4) - Deduct 20% from \$826.00

\$826.00  
-165.20  
\$660.80 Net Earned Income

Step (5) Add Net Earned Income and TANF Deficit

\$660.80 Net Earned Income  
+263.00 TANF Deficit  
\$923.80 < Federal Poverty Level

Reduce TANF Deficit:

**\$1,141.00** Federal Poverty Level  
- 923.80 Net Earned Income + TANF Deficit  
**\$ 217.20** VIEW Payment (TANF Grant)

Step (6) - Apply Immunization Penalty

**\$217.20** VIEW Payment  
- 50.00 Immunization Penalty  
**\$167.20** Net VIEW Deficit

**\$167.00** = VIEW Payment (TANF Grant)



Example 5 - TANF-UP Household

Assistance unit of 4 in a Group II locality. Dad earns \$1500 gross income. One-hundred fifty percent of the monthly federal poverty level for an assistance unit of 4 is **\$2,582**.

Step (1)                      Screening at 150% of the Federal Poverty Level  
\$1,500.00      Gross Monthly Earnings <  
**\$2,582.00**      150% of the Federal Poverty Level

Step (2)                      Unearned Income  
\$ 382.00      Standard of Assistance for 4  
\$ 0.00      Unearned Income  
\$ 382.00      TANF Deficit

Step (3)                      Earned Income Disregards  
\$1500.00      Gross Monthly Earnings  
- 143.00      Standard Deduction  
**\$1357.00**      x 20% = **\$271.40**  
-271.40  
**\$1085.60**      Net Earned Income

Step (4)                      Add Net Earned and TANF Deficit  
**\$1085.60**  
+ 382.00  
**\$1467.60** < 150% of the Federal Poverty Level  
  
\$ 382 = VIEW Payment (TANF Grant)

2007 FEDERAL POVERTY LEVEL

<u>Size of Family Unit</u>	<u>Monthly Poverty Guideline</u>
1.....	\$ 851.00
2.....	\$1,141.00
3.....	\$1,431.00
4.....	\$1,721.00
5.....	\$2,011.00
6.....	\$2,301.00
7.....	\$2,591.00
8.....	\$2,881.00

For each additional person add \$290

150% of the Federal Poverty Level  
(for TANF-UP Families)

<u>Size of Family Unit</u>	<u>150% of the Federal Poverty Level</u>
1.....	\$1,277.00
2.....	\$1,712.00
3.....	\$2,147.00
4.....	\$2,582.00
5.....	\$3,017.00
6.....	\$3,452.00
7.....	\$3,887.00
8.....	\$4,322.00

For each additional person add \$435

## TABLE OF CONTENTS

PAGE ii

TERMINATION OF TANF BENEFITS	1000.10
Notice of Termination Procedures	1000.10.A
Documentation For Failure To Report For The Initial Assessment	1000.10.B
Documentation for Failure to Sign the Agreement of Personal Responsibility	1000.10.C
 VIEW ACTIVITY AND SERVICE PLAN	 1000.11
SUPPORTIVE SERVICES	1000.12
Duration of Supportive Services	1000.12.A
Employment Service Worker Responsibilities	1000.12.B
Supportive Services for Recipients	1000.12.C
 PROGRAM COMPONENTS – CORE WORK ACTIVITIES	 1000.13
Job Search	1000.13.A
Job Readiness	1000.13.B
Unsubsidized Employment	1000.13.C
Subsidized Employment – Full Employment Program (FEP)	1000.13.D
Community Work Experience Program (CWEP)	1000.13.E
Public Service Program (PSP)	1000.13.F
On The Job Training (OJT)	1000.13.G
Vocational Education And Training	1000.13.H
 PROGRAM COMPONENT – NON-CORE WORK ACTIVITIES	 1000.14.
Jobs Skills Training	1000.14.A
Education Below the Post-Secondary Level	1000.14.B
 PROGRAM COMPONENTS – OTHER	 1000.15
Other Locally Developed Activities	1000.15.B
 PROGRAM COMPONENT - NON-ACTIVE ASSIGNMENTS: INACTIVE AND PENDING	 1000.16
 MONITORING SATISFACTORY ATTENDANCE AND PROGRESS	 1000.17
 JOB FOLLOW-UP	 1000.18
Job-follow-up	1000.18.A
Retention and Upgrading	1000.18.B

Full-time Employment - employment which is at least 30 hours per week at minimum wage or greater.

GED – General Educational Development is a test made up of five sections – language arts, writing, social studies, science, reading and mathematics - that certifies that the individual successfully completing it has academic skills equivalent to those of a high school graduate.

Good Cause – a mitigating circumstance determined by the VIEW worker to satisfactorily explain a participant's failure to comply with program requirements with the result that a sanction will not be imposed.

Grant - the monthly TANF benefit payment.

Hardship Exception – an extension of the 2-year limit on TANF benefits allowed under certain very limited circumstances for specific prescribed reasons.

Household member - any child or adult residing with the applicant/recipient. The individual need not be a member of the applicant/recipient's assistance unit to qualify as a household member.

Job Finding – the identification of available and appropriate jobs.

Job Follow-Up – contact with the client, no less than monthly, during which the ESW provides case management services to assist with job retention and upgrading once the program participant has become employed.

Job Placement - placing a participant in a unsubsidized or subsidized job. Job placement is the result of job finding and job matching.

Job Readiness – instruction in skills needed to seek or obtain employment. Job readiness may include instruction in workplace expectations, help in developing resumes and interviewing skills, and life skills training. Job readiness may also include preparation for employment through participation in short term substance abuse or mental health treatment, or in rehabilitation activities for those who are otherwise employable. Such treatment must be determined necessary by a qualified medical professional.

Job Search - a structured, time -limited period during which the participant is required to search for employment. In order to complete the job search, the participant is required to **perform a specified number of hours of job search** and document the job search contacts, or find and accept employment.

Job Skills Training - general training that prepares an individual for employment (examples may include keyboarding or computer literacy classes) or job specific training required by an employer in order to obtain, keep, or advance in a specific job or occupation, or training needed to adapt to the changing demands of the workplace; **all training and education programs, including post-secondary associate and certificate level programs, that are included in the definition of Vocational Education and Training; post-secondary education directly related to employment at the baccalaureate level; instruction in a second language for participants who have a high school diploma or GED; unpaid practicums or internships offered by college or training programs.**

Limited English Proficiency – the limited ability of a person whose native language is one other than English, or who lives in a family or community environment where a language other than English is the dominant language, to speak or understand the English language.

Local Agency or Local Department - any one of the local social services or welfare agencies throughout the Commonwealth that administers the TANF and VIEW programs.

Local VIEW Annual Plan - a yearly plan submitted to the department by each local agency which describes the locality's VIEW program.

Making Good Progress / Satisfactory Progress - A consistent standard of progress based on written policy as developed by the educational institution or training agency and measured periodically at intervals of less than one year such as a term or quarter for VIEW clients in educational or training placements.

Non-Core Work Activity - one of the activities to which a participant can be assigned and which can be included in the federal participation rate calculation once a minimum 20 hour assignment to a core activity has been made if the total hours equal the federal requirement. The non-core work activities are education below the post secondary level and job skills training.

On-the-Job Training (OJT) – **a type of paid employment in which an employer provides training to an employee in order to increase the employee's skills on the job.**

Other Activities – an activity to which a participant may be assigned to increase her employability but which does not meet the definition of a work activity or count in the federal participation rate calculation. “Other locally developed” **is the only Other Activity.**

Other Locally Developed – an activity developed or used by a local agency to increase a client's employability, but which does not meet the definition of a work activity, or the definition of post secondary education, and which will not be included in the federal participation rate calculation.

Participant - a TANF or TANF-UP recipient who has signed the Agreement of Personal Responsibility and is participating in the VIEW program.

Part-Time Employment - employment of at least 10 hours but less than 30 hours per week at minimum wage or greater.

Pending - a non-active program component to which a participant who cannot move immediately into an active component is assigned.

Post-Secondary Education - a program of instruction beyond the high school level offered by an institution of higher education as determined by the Secretary of Education in accordance with the Higher Education Act of 1965.

Public Service Program (PSP) — unpaid work in a public or private non-profit organization designed to improve the employability of the participant while providing a clearly defined public service. Public Service Program placements must be limited to projects that serve a useful community purpose in

Additional consecutive weeks cannot be counted in the calculation of the federal participation rate. The total weeks of job search and/or job readiness assignments cannot exceed 6 weeks in a fiscal year. Additional weeks of job search and/or job readiness in a fiscal year can be assigned and entered into ESPAS, but will not be counted in the calculation of the federal participation rate.

- **Unsubsidized Employment, including Self-Employment.** Unsubsidized employment is employment in which no government funds are used to directly subsidize the individual's salary and in which the individual earns at least the federal minimum wage. Minimum wage means an hourly rate directly equaling the federal minimum wage or an hourly rate of at least \$2.13 which, when supplemented by tips, equals at least the minimum wage.
- **Subsidized Employment.** Subsidized employment is employment in which government funds are used to directly subsidize the participant's wages. Subsidized employment is designed to provide training while the participant works on the job. The VIEW Program provides one subsidized employment component – the Full Employment Program (FEP). FEP is subsidized employment in which the employer receives a fixed monthly stipend and the client receives wages instead of a TANF check.
- **Community Work Experience Program (CWEP).** CWEP is an unpaid work placement in a public or private non-profit organization. An assignment to CWEP is appropriate for participants who need to learn or improve skills or work behaviors, or to secure a job reference, in order to find paid employment. The number of hours of a CWEP assignment is based on the TANF grant amount and Food Stamp allotment.
- **Public Service Program (PSP).** Public Service Program placements are similar to work experience in that the client will be engaged in unpaid work in a public or private non-profit organization with the goal of improving employability. PSP placements must additionally provide a clearly defined public service. Examples of public service activities include court-ordered, unpaid work, as well as participation in other programs or placements that benefit the community. TANF and Food Stamp benefits are not considered in the calculation of public service hours. Public service assignments will in no case exceed 35 hours per week, with the exception of court-ordered assignments of greater length.
- **On-the-Job Training (OJT).** On-the-job training is training provided by an employer to a paid employee to help the employee become proficient on the job. A portion of the employee's wages are typically reimbursed to the employer. OJT includes paid on-the-job training offered through WIA, paid college work study programs and internships, and apprenticeship programs.
- **Vocational Education and Training.** Vocational education and training is training or education **directly related to employment** designed to prepare the participant for a specific trade, occupation, or vocation. It does not include baccalaureate or advanced degree education. It does not include ABE, GED, or ESL. Examples of activities that can be classified as vocational education and training are technology, business, and health sciences programs leading to certificates or associate degrees in such areas as HVAC repair (heating and air conditioning), information technology, medical equipment repair, accounting administration, medical assisting, and practical nursing. Programs meeting the definition of vocational education and training are offered by a wide range of institutions including vocational-technical schools, community colleges, post-secondary institutions, proprietary schools, and secondary schools offering vocational education.

*Limitations:* Vocational education and training included in the calculation of the federal participation rate is restricted to a lifetime limit of 12 months for each individual. The months do not have to be consecutive.

B. Non-Core Work Activities

The non-core work activities are described below. Hours assigned to non-core work activities can be used in the calculation of the participation rate only after the minimum 20 hour assignment to a core activity or activities has been met.

- **Job Skills Training.** Job skills training shares a vocational emphasis with vocational education and training. It includes both general training that prepares an individual for employment such as a keyboarding or computer literacy class, and job specific training required by an employer to get, keep, or advance in a specific job or occupation, or to adapt to the changing demands of the workplace. **It also includes all training and education programs, including post-secondary associate and certificate level programs, that are included in the definition of Vocational Education and Training. Additionally, it includes post-secondary education directly related to employment at the baccalaureate level.** It may include language instruction for participants who have a high school diploma or GED. Unpaid practicums or internships offered by college or training programs are also considered job skills training.
- **Education Below Post-Secondary.** Education below post-secondary is an allowable program activity for participants who have not received a high school diploma or General Education Development (GED) certificate and whose employability would be enhanced by additional education. It includes ABE, GED and ESL programs as well as secondary school and may be offered in non-traditional as well as traditional settings.

C. Other Activities

In some circumstances, an agency may wish to assign a participant to an activity which will not count in the calculation of the participation rate but which will contribute to the client's employability.

- **Other Locally Developed.** Any activity developed or used by a local agency to increase a client's employability, but which does not meet the definitions of a core or non-core activity, must be reported as other locally developed. It will not be included in the participation rate calculation.

## 1000.2 – PARTICIPATION REQUIREMENTS

## A. VIEW Program Requirements

The participation requirements that govern the VIEW program are:

- 35 hours per week for TANF families; 30 hours if the participant is employed full time **at minimum wage**.
- 35 hours per week for each parent in a TANF-UP household in which both parents are required to participate (70 hours total); 30 hours for each parent who is employed full time **at minimum wage**.
- 35 hours per week for TANF-UP families in which only one parent is required to participate; 30 hours if the participant is employed full time **at minimum wage**.

The participation requirements are designed to meet the needs of participants, assist participants in achieving self-sufficiency and to meet the federal work participation rate. In some respects, the VIEW requirements are different from the federal requirements regarding work participation rate calculations.

## B. Federal Participation Rate Requirements

A participation rate is a ratio. The federal work participation rate represents who is participating in work activities out of all those expected to participate. To count toward the numerator of the monthly participation rate, a TANF recipient must be in an allowable activity for at least a minimum average number of hours per week:

- 20 hours per week for single parents with children under 6,
- 35 hours per week for two-parent families (55 hours if child care is provided),
- 30 hours per week for all other families.

Each State must meet two separate work participation rates:

- the two-parent rate--based on how well it succeeds in helping adults in TANF-UP families participate in work activities, and
- the overall rate--based on how well it succeeds in placing adults in both TANF and TANF-UP families in work activities. Each State must achieve an overall participation rate of 50% and a two-parent rate of 90%.

If the state fails to meet either minimum work participation rate for a fiscal year, it is subject to a severe financial penalty. The state loses 5% of the TANF block grant (\$7.9 million) for failing to meet the rate. In addition, the state must increase state spending to make up the loss of federal funds and such spending does not count toward the state's spending requirement. Additionally, the state's spending requirement increases by \$8.5 million. Local funding for VIEW will be impacted if the state is penalized.

## C. Computation of the Overall Federal Work Participation Rate

The overall participation rate for a fiscal year is the average of the state's overall participation rates for each month in the fiscal year. The monthly participation rate is computed as follows:



- Vocational education and training;
  - Job skills training (**including post-secondary education directly related to employment**);
  - Education below post-secondary – high school, ABE, GED.
- (2) An individual counts as engaged in work for a month for the overall rate if:
- she participates in work activities during the month for an average of at least 30 hours per week; and
  - At least 20 of the above hours per week come from participation in the core activities:
    - unsubsidized employment
    - subsidized employment (FEP)
    - CWEP
    - on-the-job training
    - job search and job readiness assistance
    - PSP
    - vocational education and training
- (3) Above 20 hours per week, additional core activities or the following non-core work activities may count as participation:
- job skills training (**including post-secondary education directly related to employment**)
  - below post-secondary education
- (4) Post-secondary education **not directly related to employment** and locally developed components do not count toward the work participation rate.
- (5) An individual counts as engaged in work for the month for the two-parent rate if:
- an individual and the other parent in the family are participating in work activities for an average of at least 35 hours per week during the month, and
  - At least 30 of the 35 hours per week come from participation in core activities.
  - Above 30 hours per week, non-core activities may also count.

If the family receives federally funded child care assistance, then the participants must be engaged in work activities for an average of at least 55 combined hours per week to count as a two-parent family engaged in work for the month. At least 50 of the 55 hours per week must come from participation in core work activities. Above 50 hours per week, non-core activities may also count as participation.

Example 1: Ms. A participates in job search for 36 hours in week 1, 33 hours in week 2, 24 hours in week 3, and 39 hours in week 4. She counts toward the participation rate for the month because she participated in core activities averaging at least 30 hours per week.

The next month, Ms. A continues job search. In week 1, she is in job search for 33 hours. She is in job search in week 2 for 36 hours. She then gets a job and works for 30 hours each in weeks 3 and 4. Because the job search was more than 4 consecutive weeks, the first two weeks of this month are not countable activities and she does not count toward the work participation rate.

In month 3, Ms. A works 35 hours per week throughout the month. She counts toward the work participation rate.

Example 2: Ms. B starts receiving assistance on January 15 and is referred to VIEW. For January, she is included in the denominator, but does not count toward the work participation rate because she is not engaged in any activities.

On February 13, Ms. B is assessed and assigned to job search. She participates in job search for 36 hours per week for the remainder of February. Her two weeks of job search in February are not enough to make her countable toward the work participation rate in February.

She continues her job search through March 14. Her job search ends and she is assigned to community work experience starting on April 1. Due to the gap in participation between 3/14 and 4/1, she does not count toward the work participation rate in March because she did not average 30 hours per week.

Example 3: Ms. C participates in unsubsidized employment of 20 hours per week and 15 hours per week in vocational education and training for the entire month. She counts toward the work participation rate because she had participation for at least 30 hours per week.

Example 4: Ms. D participates in CWEP for 18 hours per week and GED for 17 hours per week. Though she participated in activities averaging at least 30 hours per week, she did not have at least 20 hours per week in a core work activity. She does not count toward the work participation rate.

#### F. Limitations/Special Provisions

- Vocational education and training may only count for a total of 12 months for any individual. This is a lifetime limit.
- In counting individuals for each participation rate, not more than 30 percent of individuals engaged in work in a month may be included in the numerator because they are:
  - Participating in vocational educational training; or
  - Individuals deemed to be engaged in work by participating in educational activities.
- Hours spent in post-secondary education **not directly related to employment** do not count toward the work participation rate.
- An individual's participation in job search and job readiness assistance counts for a maximum of six weeks in any federal fiscal year (October through September). At any time, only four weeks of job readiness/job search may be consecutive.

#### G. Data Reporting

Data from ADAPT and ESPAS is sent to the federal government on a quarterly basis. It is very important that all information in ADAPT and ESPAS is accurate and entered in a timely manner. Actual hours of participation are to be entered into ESPAS. States are required to provide data on a quarterly basis. This data is used to compute federal work participation rates as well as to determine Virginia's compliance with other federal requirements. To meet the federal deadline for reporting,

data will be extracted from the system on the first day of the second month following the end of a calendar quarter.

To make sure that the locality and state get credit for all of the cases that are engaged in work activities and to avoid the possibility of a sanction, it is imperative that work participation data is accurately entered into ESPAS by the 15<sup>th</sup> of the following month. Virginia will not receive credit for the cases that do not have current work participation rate data entered into ESPAS.

Actual hours of participation must be entered in the system and must be supported by documentation in the case file. With the exception of unsubsidized employment and OJT, the hours entered into the system on a monthly basis must be verified each month. Self-reporting by a participant is not sufficient documentation.

For unsubsidized employment and OJT, the ESW may enter projected actual hours of participation for up to six months based on current, documented actual hours of work. Verification of employment may be obtained from the EW, but a copy of the verification must be retained in the VIEW record. After six months, or at any point the ESW becomes aware that the hours of employment have changed, the actual hours of participation in unsubsidized employment or OJT must be verified. After the changed employment hours are verified, projected hours of participation should again be entered for up to six months.

Actual hours are defined separately for **paid** employment, including OJT positions, and for **unpaid activities**.

Employment and OJT: Actual hours for participants who are employed or in OJT mean hours of paid employment, including paid vacations, paid sick leave, and paid holidays observed by the business.

**Job Readiness, Group Job Search, CWEP, PSP, Vocational Education and Training, Job Skills**

**Training, Education below Post-Secondary**: Actual hours for participants in unpaid activities, with the exception of individual job search, are actual hours of participation, and hours during which the client would have participated but was unable to because the placement was not available due to holiday closure. **Based on federal requirements, only the following ten holidays can be included in the calculation of actual hours of participation for participants in unpaid activities: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day. Closures for other holidays, or closures by educational or training institutions for quarter or semester breaks during which the placement is not available to the participant cannot be considered as holiday closures.**

In addition, 10 additional days of excused absences may be counted **beginning the month after the client signed the APR** in any 12 month period for clients in unpaid activities. No more than 2 excused absences may be approved in any month. In order for the excused absence to be considered as actual hours of participation, the client must have been scheduled to participate in the activity for that time period. The decision to consider an absence as excused and to include it in determining actual hours of participation will be made by the local agency within the limitations described above.

Excused absences that may be counted as actual hours of participation include:

- court dates
- appointments with CPS or Division of Child Support Enforcement (DCSE) which cannot be scheduled outside participation hours

- unavailability of the scheduled activity due to strike, lockout, or shutdown
- **unavailability of the scheduled placement site due to closures for holidays not included in the list of the ten holidays specified by federal requirements**
- **unavailability of the scheduled placement site due to closures due to weather or natural disasters**
- illness or medical need of the participant or family member residing in the home
- interruptions in child care arrangements
- domestic violence issues
- transportation problems or auto accident
- funeral or death of a family member

Example 1: Ms. A is scheduled to participate in community work experience for 6 hours each day, Monday through Friday. She is placed in the local school library. **The library was closed on Christmas Day and the day after Christmas. Christmas day is one of the ten holidays that can be included in the calculation of actual hours. The day after Christmas cannot be counted as a holiday. Since Ms. A has only one previous excused absence for December, and only 5 excused absences since her first component assignment in June, the day after Christmas can be included in the calculation of actual hours as an excused absence since the placement site was not available.**

Example 2: Ms. B's grandfather passed away in New York on May 26<sup>th</sup>, a Friday. Ms. B left for New York that weekend, and missed the entire next week - May 29<sup>th</sup>, May 30<sup>th</sup>, May 31<sup>st</sup>, June 1<sup>st</sup>, and June 2<sup>nd</sup> - of her CNA classes. Since she had not had any previous absences from the program in May, 2 of the 3 days she was absent can be counted as excused absences. Both June absences can be counted as excused and the hours counted as actual participation.

Example 3: Ms. B had to return to New York the last week in June to help with her grandfather's estate. She attended class on Monday and Tuesday, the 26<sup>th</sup> and 27<sup>th</sup>, but was absent on the 28<sup>th</sup>, 29<sup>th</sup>, and 30<sup>th</sup>. Since she had used both of her absences for the month of June when she went to New York the first time, these absences cannot be counted as excused or as actual hours of participation.

Example 4: Mrs. C was working at the Guy Noir Detective Agency. She earns 6 days of paid sick leave a year, but had used them by November when she was out of work for a week with the flu. Since she had already used all her leave, she was not paid for those five days even though her boss sympathized with her situation. None of that time can count as actual hours of participation. (Only hours of paid employment, including paid vacations, paid sick leave, and paid holidays can count as actual hours for clients who are working or are in OJT).

**Unpaid activities - individual job search: It is the responsibility of the participant to record actual hours for each job contact listed on the Job Search form. Questionable contact information will be verified by the agency with the employer. Only actual hours reported (and verified, if questionable) can be counted in determining participation.**

Since individual job search does not have to be conducted within a fixed daily schedule, and can be scheduled around holidays and other appointments, holiday closures and excused absences cannot be considered in determining actual hours of participation.

**Case Record Documentation:** The case record must be thoroughly documented **using the Unpaid Activity - Holidays and Excused Absences form (032-03-0106-00)** whenever holidays or excused absences are counted as actual hours of participation for unpaid activities.

## 1000.5 - LIMITATIONS ON THE RECEIPT OF TANF BENEFITS

## A. The Two-Year VIEW Time Limit

TANF recipients who are required to participate in VIEW are subject to a two-year limit on receipt of TANF benefits. Once 24 months of benefits have been received, the client is ineligible to receive TANF benefits again until 24 months from the date of the TANF case closure. The months of TANF assistance that count toward the two-year time limit are recorded by the EW on the 24 month VIEW clock. Months of participation in the TANF employment programs of other states are not counted on the 24 month clock.

- 1) The two-year time limitation for receipt of TANF benefits begins the first of the month after the date the Agreement of Personal Responsibility is signed. The VIEW status of the TANF recipient on the first of each month determines if the month will count toward the two year period.
- 2) The months in which the participant meets any of the following conditions on the first of the month will not count toward the two-year time period:
  - a) she is exempt from VIEW;
  - b) she does not have an open VIEW supplement, for reasons other than sanction;
  - c) she is assigned to inactive.
- 3) The months in which the participant meets any of the following conditions on the first of the month will count toward the two year time period:
  - a) she is assigned to pending;
  - b) she is sanctioned;
  - c) her TANF benefits are continuing due to an appeal;
  - d) she is employed at the time the case transfers from another locality and is receiving the VIEW enhanced disregard.

## B. The Five-Year Federal Life Time Limit

The 60 month clock is based on months for which the client received TANF cash assistance. The 60-month clock works independently of the VIEW clock even though all VIEW months are to be on the 60-month clock. TANF assistance that a client received in another state are counted on the 60-month clock. It is the responsibility of the ESW in coordination with the EW to see that the 60-month clock accurately reflects the client's months of participation in VIEW.

1. If the client decides to be interviewed by the ESW and to sign the APR, and does both prior to the effective date of case closure as specified on the ANPA, the case will not be closed.
- B. Client Failure to Attend the Initial Assessment Interview After Having Signed the APR as a Condition of TANF Eligibility.

If a client's TANF case is closed because she refused to sign the APR, she must sign the APR as a condition of eligibility if she reapplies for TANF. If her TANF case is approved and she is referred to VIEW, and if she then fails to keep the appointment for the initial assessment interview, her case will be sanctioned, not terminated.

C. The VIEW Assessment Interview

The ESW will conduct a face-to-face interview with the client to determine her prior education, training, work experience, service needs and current job readiness. The interview will be strength-based, and will focus on the client's strengths in all areas of life and work rather than on deficits or barriers.

The interview will include:

1. An identification and evaluation of the participant's job readiness skills, occupational skills and interests, education, work history, and family/life circumstances. The assessment will focus on the skills and abilities the participant already possesses that would allow her to find immediate employment. The [VIEW Assessment](#) form (032-02-0303), or other assessment instrument approved by the agency's TANF/VIEW Field Consultant, will be used to record the information obtained in the interview.
2. A determination of the participant's functional literacy. If the participant does not have a GED, associate degree, or bachelor's degree, her functional literacy will be determined through use of the [Information Sheet](#) (032-03-0311) or other literacy assessment tool such as the Test of Adult Basic Education (TABE). Prior test scores such as the TABE, which establish an approximate educational/basic literacy level, can be used in place of the Information Sheet if the score is no more than one year old. [Note: The literacy determination can be made at the initial assessment, or can be conducted later; in all cases, it must be completed by the first reassessment].
3. An initial identification of **the client's employment/educational goal(s) and the types of program assignments that may be completed throughout the client's VIEW participation. The VIEW Program Participation Document (032-03-0189-00) will be used to record the information discussed during the interview.**
4. A detailed evaluation of child care and other supportive service needs.
5. An initial discussion of possible disabilities of the client or family household member that may interfere with the client's ability to participate in VIEW and/or to work. A copy of the ["Do You Have a Disability"](#) form must be in the case record.

- k. good cause reasons for not complying with program requirements
  - l. Intentional Program Violations (IPV) reporting requirements and penalties
  - m. the requirement to respond to all agency correspondence
  - n. the name and phone number of the ESW and/or other agency contact
  - o. the availability of the VIEW Transitional Payment (VTP) as an incentive for retaining employment
8. Signing the Agreement of Personal Responsibility (APR)
9. Following the interview, the ESW will assign the client to the appropriate program activity.  
**The Activity and Service Plan (032-02-0302-05) will be used to record this information.**

## 1000.12 - SUPPORTIVE SERVICES

Supportive services are provided to remove barriers to the individual's participation and to stabilize employment. The provision of supportive services is contingent upon the availability of funds based on local VIEW allocations. Spending limits for supportive services are determined by the local agency and will be described in the agency's Standard Operating Procedures (SOP). Spending limits on supportive services will be applied equitably to each participant needing a specific service. Agencies are encouraged to explore alternatives to removing barriers if supportive service funds are limited.

If supportive services are essential for participation, and neither the participant nor the agency can provide them, and no alternatives are **immediately** available, the participant will be placed in an "Inactive" status **for up to 90 days**, which will prevent the clock from counting against the 24 month time **limit**. (See 1000.16 regarding limitations on the use of inactive status.) **It is expected that the local agency and the participant will work together to resolve any barriers to participation.**

## A. Duration of Supportive Services

- 1) Supportive services may be provided for as long as the participant is in a VIEW activity, including full or part time employment, and the TANF case is open. Supportive services may also be provided when the TANF case is suspended due to a sanction in order to allow the client to comply with program requirements.

The participant may be eligible for transitional supportive services once the TANF case is closed. See 1000.22, Transitional Services. Any services that continue to be provided to the client after TANF case closure must be provided as transitional services.

## B. Employment Service Worker Responsibilities

- 1) It is the responsibility of the ESW to assist the applicant/recipient in meeting her service, as well as employment, needs. These needs may be met directly by the ESW or by other local agency staff or through a referral to another service provider.
- 2) When providing social services to recipients, the Activity and Service Plan may replace the Service Application.

## C. Supportive Services for Recipients

There are five types of VIEW supportive services that the local agency can provide directly or can purchase. These services are child care, transportation, medical/dental, program and/or work related expenses and emergency intervention. Participants who have been sanctioned are entitled to supportive services in order to maintain their employment. Participants who have been sanctioned or found guilty of an Intentional Program Violation may also receive supportive services when the participant is performing a verifiable act of compliance as described in [1000.21](#).

- 1) Child Care

Child care services are provided to enable the participant to gain and/or keep employment or to participate in program activities.

- a. Arrangement for and/or payment of child care as a supportive service will be provided only when the participant is unable to obtain child care on her own at no cost.



## 1000.13 - PROGRAM COMPONENTS - CORE WORK ACTIVITIES

VIEW program components include the following core work activities – job search, job readiness, unsubsidized employment, subsidized employment (FEP), the community work experience program (CWEP), the public service program (PSP), on-the-job training (OJT), and vocational education and training.

All program components must be monitored monthly for attendance of scheduled hours. In addition, education and training activities must be monitored for satisfactory progress at periodic intervals.

## A. JOB SEARCH

Job Search is a structured activity carried out over a defined time period during which the participant must **spend a specified number of hours in job search activities**. Job search and job readiness may be assigned as appropriate and recorded in ESPAS, but the combined hours of job search and job readiness assignments will count toward the work participation rate for no more than 4 consecutive weeks. Note: Additional weeks of job search/job readiness can be assigned only if there is an intervening time period of at least one week after the 4 consecutive week assignment. Only two additional weeks of job search/job readiness will be counted toward the participation rate in a fiscal year.

Assignments to the additional 2 weeks of job search and/or job readiness which are allowed in a federal fiscal year (6 weeks of job search/job readiness total) should be made in conjunction with other program activities so that both the core work activity requirement and the 35 hour overall participation requirement are met.

## 1. Overview

- a. The maximum and minimum number of **hours that will be assigned for** job search must be included in the local agency's VIEW Annual Plan. **A maximum of 40 hours can assigned each week.** The limits set may be changed as deemed necessary by the agency. Changes made to the Plan must be sent to the TANF/VIEW Field Consultant prior to the date the changes become effective. See [1000.3](#), VIEW Annual Plan.
- b. The number of **hours for** participant job **search** required must be determined on an individual basis and must be within the range established by each local department of social services. Both the agency range and the number of required **hours** set on an individual basis should be determined based upon criteria such as other work or training activities in which the participant is involved, barriers such as language or disability of the participant or family household member, other barriers including employment conditions within the locality, and availability of transportation or child care.
- c. If a participant is unable to **meet** the minimum number of job **search hours** listed in the VIEW Annual Plan as a result of a verified disability of the participant or family household member for whom the participant is responsible, the number of job search **hours** required for that individual must be reduced below the minimum number listed on the Annual Plan as a reasonable accommodation.
- d. For the purpose of discussing progress of the job search, and ensuring that the contacts made are reflective of the participant's job skills, **weekly or bi-weekly** contact between the participant and the ESW is recommended.

## 5) Employer Contacts

- a) The participant has the responsibility to submit **enough** applications/resumes **and participate in enough job interviews to meet the hourly job search assignment**. The ESW provides support and direction in these areas throughout the job search assignment. If, however, the individual has a verified disability or language barrier that limits the ability to arrange for the required number of job **search hours**, the ESW must assist the individual in arranging for **the needed** contacts, reduce the number of **job search hours required**, or both.

- b) To qualify as an employer contact, five conditions must be met:
    - (1) The participant must present herself to an employer as being available for work;
    - (2) The place of employment must be geographically accessible to the client on a regular basis. Contact with an employer located in another community or state out of commuting range from the client's place of residence will not count as an employer contact.
    - (3) The employer must ordinarily employ persons in areas of work for which the participant is reasonably qualified by means of experience, training or ability;
    - (4) The participant cannot count the same employer more than once during a given job search period unless she applies for different positions; and
    - (5) Contacts with employers will only be in the form of face-to-face interviews or by submission of applications or resumes.
  - c) All participants must register with the nearest Virginia Employment Commission Office. Registration with the Virginia Employment Commission will be considered one employer contact.
  - d) The participant will report to the ESW during the job search period and must sign the VIEW Job Search Form attesting to the **number of job search hours completed**.
  - e) The ESW may contact any employer listed on the VIEW Job Search Form to verify that the participant made a contact.
  - f) Employer's signatures are not required on the Job Search form.
- 6) Types of Job Search
- There are three types of recipient job search: Group Job Search, Job Club, and Individual Job Search.
- a) Group Job Search

Group job search brings participants together for group activities and/or classroom instruction related to job search **hours** and job retention.

    - (1) Classroom instruction provides the participant with sound skills for finding and keeping employment.
    - (2) The participant in group job search is bound by the participation requirements of the specific group activity. The number of weeks and **job search hours** required of a participant in group job search cannot be less than the requirements of individual job search.

## b) Job Club

- (1) Job Club is a tightly-structured, intensive program including instruction in job search methods, extensive use of the telephone to obtain job leads and interviews, peer support, direct monitoring of participant activities, and self-placement through job search.
- (2) The participant in Job Club is bound by the participation requirements of the activity. The number of weeks and **job search hours** required of a participant in Job Club cannot be less than the requirements of individual job search.

## c) Individual Job Search

Individual job search is independent job search carried out by the participant. For individual job search to be successful, it is necessary for the ESW to assist the participant in understanding the elements of a successful job search. At a minimum, the ESW should assist the client in developing a resume, in learning how to accurately complete a job application, and in utilizing proven job seeking methods and interview techniques.

## B. JOB READINESS

The purpose of job readiness training is to prepare the participant for employment or program component participation so that she can be competitive and succeed in the labor market. Job readiness training may be offered before, in conjunction with or after the job search assignment.

**Unsupervised study or homework assignments cannot be counted as hours of job readiness.** While assignment to job readiness and/or job search should be based on the needs of the client, the combined hours of job search and job readiness assignments will count toward the work participation rate for no more than 4 consecutive weeks. Assignments to the additional 2 weeks of job readiness and/or job search which are allowed in a federal fiscal year (6 weeks of job search/job readiness total) should be made in conjunction with other program activities so that both the core work activity requirement and the 35 hour overall participation requirement are met. Note: The assignment to the additional two weeks of job search and/or job readiness should only be made after the participant has completed an assignment other than the 4 consecutive weeks of job search and/or job readiness.

- 1) Job readiness training includes activities to assist the participant in program participation by helping her recognize and overcome personal and family problems which may be a barrier to accomplishing her employment and training goals. Job readiness activities also prepare the participant for work by assuring that she is familiar with general work place expectations, work behaviors, and attitudes necessary to compete successfully in the labor market. Job readiness should also address the economic benefits of going to work. These include wages above the TANF grant, the enhanced earned income and savings disregards, and the Federal Earned Income Tax Credit.
- 2) Job readiness topics may include, but are not limited to, communication skills, life skills, motivational training, problem solving, assertiveness, nutrition, money management, time management training and other activities that enhance specific work place expectations and behaviors. Job readiness may also include short-term substance abuse treatment, mental health treatment or rehabilitative activities.

If the participant states she has been self-employed for a year or more, a copy of the previous year's income tax return will suffice to show that the participant is engaged in a legitimate business. If the tax return is provided and the worker is satisfied with the documentation, the up-front job search can be waived if the participant is engaged in self-employment for 30 or more countable hours of self-employment per week.

- c. For self-employment to be a countable activity for VIEW, the participant must be paid at least minimum wage. Countable weekly hours are actual hours worked, or hours computed as follows, whichever is less:

Determine the monthly net income by subtracting the monthly business expenses from the monthly gross income. Note: The eligibility record should contain documentation of gross income and business expenses.

Divide the monthly net income by 4.3.

Divide this figure by minimum wage. Compare the computed hours to those that are verified as actual hours of participation. The countable hours are the actual hours worked (if verified by a source other than the client), or the hours computed above, whichever is less. If the countable hours are less than 30, the client must be assigned to other activities.

Example: Ms. A is self-employed as a nail technician. She provides a signed statement from the property owner verifying that the business is in operation 40 hours per week. Her gross income is \$500 for the month and she has business expenses of \$340 per month.

\$ 500	– gross income
<u>- 340</u>	– business expenses
\$ 160	– net monthly income
<u>÷ 4.3</u>	
37.2	
<u>÷ 5.85</u>	– minimum wage
6.4	- hours per week

Only **6 hours** per week are countable. Ms. A must be assigned to **29 hours** per week in other activities so that her countable hours equal 35.

#### 4. Employment and the TANF Earned Income Enhanced Disregard

- a. A participant who is employed in an unsubsidized job at the time she signs the Agreement of Personal Responsibility at the initial VIEW assessment will receive the TANF enhanced earned income disregards the following month. Enhanced disregards allow a participant to remain eligible for TANF benefits as long as the participant's total household income does not exceed 100% of the federal poverty limit for the size of his household or 150% of the federal poverty level for TANF-UP households.

## Guidelines:

- e. The local agency and the public or private non-profit organization to be used as a worksite will enter into an agreement that sets forth the responsibilities of each. The form, [VIEW Work Site Agreement \(032-02-0308\)](#), will be used for this purpose and will be signed by both parties.
  - f. The ESW and/or work site supervisor will complete a [VIEW Work Site Position form \(032-02-0306\)](#) for each position developed at a work site. The form will describe the specific duties of the position, the days and hours the position is available, and will provide contact information for the work site supervisor. The form will be signed by the ESW or other local agency contact and by the work site supervisor or other contact.
  - g. The ESW will provide the work site supervisor with a written description of the expectations for supervision of a CWEP placement. The expectations for the supervisor will include, but are not limited to, the following:
    1. Explain the rules and expectations of the work place to the client.
    2. Provide a work space, and any necessary tools or supplies, in order for the client to carry out the responsibilities of the position.
    3. Ensure that any reasonable accommodations identified on the Activity and Service Plan are provided by the work site.
    4. Provide **daily** supervision and training as agreed to in the [VIEW Work Site Agreement](#)
    5. Provide immediate notification to the ESW in case of an accident, or if the participant does not come to work, **comes in late**, or does not follow the rules of the work site.
    6. Provide the ESW with a completed [VIEW Attendance/ Performance Rating Sheet \(032-02-0305\)](#) by the 5<sup>th</sup> day following the end of the report month.
2. Matching the Client to the Worksite

The goal of the VIEW Program, and of each of the VIEW allowable activities, is to increase the client's employability and help her become self-sufficient. In order to accomplish this when assigning a client to CWEP, the worker must ask the following questions in order to make an appropriate placement:

- What is the client's employment goal?
- What are her interests?
- What kind of environment will best suit her? Does she want to be in an office? Does she like working outside?
- What new skills does she need to learn? What old skills does she need to refresh?
- Does she need to learn and practice work behaviors?

- What barriers does she have that might affect a work site placement?
- What kind of work site position will appeal to her?

Once the ESW has the answer to these questions, work can begin on matching the client with a work experience position, or on developing a position for the client. The client can identify her own work site placement as long as it with a public or private non-profit organization willing to enter into a work site agreement with the agency.

### 3. Limitations on Work Site Assignments

- a. The participant will not be required to use her public assistance income or personal resources to pay costs incurred while participating on a work site assignment.
- b. The participant cannot be permanently placed in the position of a worker who is on sick leave, annual leave, leave without pay, or any other granted leave with or without pay. The participant cannot displace persons currently assigned to established, unfilled positions. The participant must not perform tasks which would have been undertaken by current employees or which would have the effect of reducing the work hours of paid employees.
- c. The participant will not be assigned to work sites which are totally involved in political, electoral or partisan activities. The participant may be assigned to sites developed in the office of an elected official, however the participant cannot be required to engage in political, electoral, or partisan activities.

### 4. Criteria for CWEP Placements

- a. A client can be assigned to CWEP immediately after the initial job search.
- b. A client whose initial job search was waived because she had previously participated in VIEW during her current 2 year period of TANF eligibility may be assigned immediately to CWEP following assessment.
- c. The initial CWEP assignment must be 6 months in length. Subsequent assignments must be for a minimum of 3 months, but can be for up to 6 months.
- d. The weekly number of hours of a CWEP assignment equal the total TANF dollar amount plus the food stamp benefit amount divided first by the federal minimum wage and then by 4.3.
- e. The number of hours of a CWEP assignment are calculated at the time of the placement and are fixed. They do **not** vary from week to week or month to month. They are recalculated if the client is assigned to CWEP after the initial 6 month placement, or at any time there is a change in size of the assistance unit.

- f. CWEP hours are not reduced by travel time to and from the placement. All CWEP hours are to be worked; meals and breaks can be included with hours worked or can be subtracted based on how they are treated for paid employees of the work site.
- g. Calculation of Work Hours for TANF and TANF-UP Cases: Combine the total TANF dollar amount with the food stamp amount received by members of the TANF household. Do not include the value of food stamps received by household members who are not included in the TANF grant. Divide the total of the TANF grant plus food stamp benefits by the federal minimum wage, to determine the number of CWEP hours to be worked each month. Divide that result by 4.3 to determine the number of hours to be worked each week in the CWEP assignment.

CWEP placements cannot exceed 32 hours a week. The weekly CWEP assignment will be reduced to 32 hours if the calculated hours exceed that number.

- h. CWEP Assignments for TANF-UP Cases: Both parents in a TANF-UP case may be placed in CWEP. In that circumstance, each will be required to participate the calculated hours. For example, if the calculation requires 25 hours of participation, and if both parents are assigned to CWEP, each individual will participate 25 hours a week and the total household participation will be 50 hours a week.
5. Referral of the Client to the Work Site: After the client's hours of CWEP participation are determined, and a good work site match is made, the ESW will work with the client and the work site to schedule an appointment for the client to be interviewed for a position. The ESW will complete the [VIEW Referral To Work Site](#) (032-02-3000), make a copy for the record, and give the referral to the client to take to the interview. The work site supervisor will complete the bottom portion of the form, copy it for the work site, and send it back to the ESW showing the outcome of the interview. If the work site accepts the client for the placement, the worker will proceed with putting the client in CWEP and in arranging any needed supportive services.

If the client does not have Medicaid coverage, the worker will provide both the client and the work site supervisor with a signed copy of the Notification of Workers' Compensation Requirements and Procedures form (032-03-675) and will explain the responsibilities of all parties should there be an injury at the work site.

6. Concurrent Assignments: Since it is not possible for a CWEP assignment to meet the 35 hour participation requirement, all participants assigned to CWEP must also be assigned to another component that will enhance employability.

If it is in the best interest of the participant, the CWEP assignment can be reduced by the hours the client is assigned to another work activity, as long as the CWEP assignment is at least 20 hours.



sheltered workshop employment. (Sheltered workshops are certified by the U.S. Department of Labor to pay commensurate wages which are based on the individual's ability to perform in relation to the performance of a person without a disability).

3. Because OJT is a type of paid employment, the participant will not be required to participate in another concurrent activity if the client works in the OJT position 30 hours per week or more and earns at least minimum wage.
4. If the hours for any OJT position are less than 30 per week, the participant must be assigned to a concurrent program activity and must meet the 35 hour participation requirement.

#### H. VOCATIONAL EDUCATION AND TRAINING

1. Vocational education and training is training or education designed to prepare the participant for a specific trade, occupation, or vocation. It does not include baccalaureate or advanced degree education, nor does it include ABE, GED, or ESL instruction. Examples of activities that can be classified as vocational education and training are technology, business, and health sciences programs leading to certificates **or associate degrees** in the trades, information technology, medical equipment repair, accounting administration, medical assisting, and practical nursing. Programs meeting the definition of vocational education and training are offered by a wide range of institutions including vocational-technical schools, community colleges, post-secondary institutions, proprietary schools, and secondary schools offering vocational education. **Unsupervised study or homework assignments cannot be counted as hours of vocational education and training.**

Vocational education and training is a countable activity for 12 months in a lifetime. The months of training do not have to be consecutive.

The choice of vocational education and training offered may vary in each locality, depending upon local labor market conditions.

Prior to entering vocational education and training, a participant must meet any educational or technical requirements of the occupation for which they are receiving training or be enrolled in an activity to meet the requirements.

2. Self-Initiated Vocational Education and Training
  - a) Self-initiated vocational education and training is training that meets the definition of vocational education and training that was initiated by the participant and in which the participant is enrolled at the time of initial assessment.
  - b) Participants who enroll into training programs prior to coming into VIEW will be required to meet the requirements of the program.

## 1000.14 – Program Component – Non-Core Work Activities

Hours assigned to non-core activities are used in the calculation of the participation rate only after the minimum 20 hour assignment to a core activity has been met.

**A. JOBS SKILLS TRAINING**

Jobs Skills Training is training that prepares an individual for employment, or job specific training required by an employer in order to obtain, keep, or advance in a specific job or occupation, or training needed to adapt to the changing demands of the workplace.

Job skills training **includes the following types of training:**

- **Individual courses or a series of short term courses in such topics** as keyboarding, or computer literacy, or training in a specific software application.
- **All training and education programs, including post-secondary associate and certificate level programs, that are included in the definition of Vocational Education and Training at 1000.13H.**
- **Post-secondary education directly related to employment at the baccalaureate degree level. Post secondary education can be provided in nontraditional as well as traditional settings. (Note: All post-secondary education-certificate, associate, baccalaureate level- must be directly related to employment in order to count as a work activity. Post-secondary education that is not related to employment is not allowable as any VIEW component or element of a component, including Other Locally Developed.)**
- **Instruction in a second language** for participants who have a high school diploma or GED, or unpaid practicums or internships offered by college or training programs.

The choice of job skills training offered may vary in each locality, depending upon local labor market conditions. However, job skills training must have a direct relationship to employment as described above. **Unsupervised study or homework assignments cannot be counted as hours of job skills training.**

Prior to entering job skills training, participants must meet any educational or technical requirements of the occupation for which they are receiving training or be enrolled in an activity to meet the requirements.

**The participant must also meet the conditions described in the section 1000.17 regarding satisfactory attendance and progress.**

**In some situations, participants who are initially enrolled in Vocational Education and Training because they are in an associate or certificate level post-secondary program directly related to employment, and who reach their 12 month lifetime limit in that component, may continue in the education program if it meets one of the definitions of Job Skills Training.**

**Limitations on Post-Secondary Education Directly Relating to Employment meeting the definition of Job Skills Training:**

- (1) **Post-secondary activities directly related to employment, (certification, associate, or baccalaureate programs) will be limited to a period of twenty-four months. Participants will not be assigned to an educational activity which cannot be reasonably completed within a twenty-four month period of VIEW participation.**

The assignment to post-secondary cannot exceed the number of months remaining in the 24 month period for a former VIEW participant returning to the program.

- (2) The post-secondary education must be related to the jobs which are available in the community or are projected to become available in the community.
- (3) Participants referred to post-secondary activities must have a high school diploma or GED prior to beginning the curriculum.
- (4) Participants with a Certificate or Associate degree will not be assigned to additional post-secondary education except in situations in which the Certificate or Associate degree is more than five years old and the agency determines that additional education or training is needed to embrace the client's employability.
- (5) Participants with a Baccalaureate degree will not be assigned to additional post-secondary education. These participants are considered to have the education and ability needed to obtain employment.
- (6) Reimbursement for tuition, books and fees will be made for only the twenty-four month period unless the participant has been granted a hardship exception of up to one year to enable the participant to complete employment-related education. The participant must apply for all available sources of funding including Pell grants, scholarships, work study or other sources.

**Requirements for Self-Initiated Post-Secondary Education Directly Related to Employment meeting the definition of Job Skills Training:**

1. Self-initiated education directly related to employment is education initiated by the participant, and in which the participant is enrolled at the time of the initial assessment. For purposes of this component, the education must be in an institution of higher education that results in a certificate, associate or baccalaureate degree.
2. The following procedures will be used by the ESW to approve self-initiated education, all self-initiated post-secondary education must be directly related to employment.
  - (1) All recipients who have self-initiated into post-secondary education must have the education approved by the ESW in order to pay for supportive services.
  - (2) If child care is needed, the ESW will notify the child care staff of the approval or disapproval of the self-initiated post-secondary education. Child care staff will not authorize child care unless the ESW approved the self-initiated education.
  - (3) The education must be for jobs available in the community or are projected to become available in the community.
  - (4) Participants, for whom grades have been issued, must have a "C" average in order to have the self-initiated post-secondary education approved.
  - (5) If the participant is enrolled in education which will require more than two years to reasonably complete, the participant may be allowed to continue in the activity

**if she is making satisfactory progress. However, the participant will not be eligible for a Hardship Exception based on the extension of education for up to one year beyond the two-year time period.**

- (6) The participant must also meet the conditions described in section 1000.17 regarding satisfactory attendance and progress.**

**B. EDUCATION BELOW THE POST-SECONDARY LEVEL**

Education below post-secondary is an allowable program activity for participants who have not received a high school diploma or GED certificate and whose employability would be enhanced by additional education. It includes ABE, GED, and ESL programs as well as secondary school and may be offered in non-traditional as well as traditional settings.

**1. Educational Activities**

- a. Participants assigned to this component will be those identified as needing certain educational activities to become ready for further education, training or job entry. Participation in education programs below the Post-Secondary level will be limited to one year. Instruction in these activities may be provided in nontraditional educational settings, e.g., accredited correspondence or interactive satellite transmitted courses. The necessary verification and documentation is still required.
- b. Educational activities are defined as basic and remedial education that will provide an individual with a basic literacy level equivalent to at least grade 8.9.
  - (1) education designed to prepare individual for a high school degree or its equivalent (GED).
  - (2) Community based literacy programs that provide education activities for individual who require remediation to acquire a grade 8.9 literacy level.
  - (3) Education in English proficiency (ESL) for a recipient who does not understand, speak, read or write the English language.
- c. **The participant must also meet the conditions described in the section 1000.17 regarding satisfactory attendance and progress.**

**2. Limitations**

- a. Educational activities can only be provided in conjunction with a work activity during the participant's two year time period.
- b. Participants who enroll into education prior to coming into VIEW will be required to participate in a concurrent work activity.

## 1000.15 – Program Components – Other

Hours assigned to other locally developed are not used in the calculation of the participation rate.

**OTHER LOCALLY DEVELOPED ACTIVITIES**

Other locally developed activities are activities developed or used by a local agency to increase a client's employability, but which do not meet the definition of a core or non-core activity, or of post-secondary education. Assignments to other locally developed activities cannot be included in the participation rate calculation.

## 1000.16– Program Component - Non-Active Assignments: Inactive and Pending

There are some situations in which a VIEW participant cannot be assigned or reassigned to an active component immediately.

A. Such situations include, but are not limited to, the following:

1. The local agency determines that transportation or other needed supportive services are unavailable.
2. Neither the participant nor the agency is able to make child care arrangements.
3. The ESW has requested a reevaluation of the client's exempt status and is awaiting a response by the EW.
4. The start of the activity to which the client is to be assigned has been delayed.
5. The participant states that she has a medical or mental health problem that will prevent participation. The participant will be given a Medical Evaluation to be completed by a physician documenting the medical or mental health condition.
6. The participant has a family crisis or a change in individual or family circumstances, such as the death or illness of a spouse, parent or child, a family violence situation, or other time-limited situation not of the participant's own making that would affect participation.
7. The participant is receiving health, mental health, or substance abuse treatment or rehabilitation services which prevent participation in an active component. Verification is required that participation in the treatment or rehabilitation program is necessary and that the client is participating as required.
8. The participant has a verified disability and needs services, supports or accommodations to participate in an active component, but those services, supports or accommodations are unavailable.
9. Screening indicates that the participant has a potential disability that will affect participation in an active component but the agency is unable to obtain an assessment by a qualified professional.

B. If the VIEW participant must be assigned to a non-active component, the agency will take into consideration the anticipated time before an active assignment can be made, and the reason assignment to a non-active component is necessary.

C. Assignments to Inactive are limited to 30-days and can be extended only once for a consecutive total of no more than 60 days. (Under exceptional circumstances, the agency may assign the client to inactive for a third time with the written approval of the VIEW supervisor. A copy of the signed approval and an updated Activity and Service Plan should be sent to the agency's TANF/VIEW Field Consultant). **At no time will the assignment to Inactive exceed 90 days.** Assignments to Inactive stop the VIEW clock and should be considered when the situation is not the result of the client's action or inaction.

- D. Assignments to Pending may be made for up to 60 days but should not be extended. Assignments to Pending do not stop the VIEW clock and count toward the client's 24 month time limit. **At no time will the assignment to Pending exceed 60 days.** Pending assignments should be considered when the situation preventing assignment to an active component is the result of the client's action or inaction.
- E. The ESW will document in the case record the reason for the assignment to Inactive or Pending. The worker will outline in the record the plan of actions and anticipated timeframes developed with the participant to resolve the issues related to the non-active assignment. The worker will make referrals, provide supportive services including child care or transportation, or otherwise assist the participant as necessary so that the client can participate actively in VIEW. These referrals or other assistance will be included in the plan developed with the client and will be documented in the case record.
- F. At the end of each 30 day assignment to Inactive, or up to 60 day assignment to Pending, the participant's status will be reviewed and the Activity and Service Plan updated. **It is expected that the local agency and participant will work together to resolve any issues related to participation by the end of these timeframes. The participant will be assigned to active VIEW components no later than the end of the maximum timeframes for Inactive and Pending assignments. After an assignment has been made to an active VIEW component, a participant will be subject to sanction if she fails to participate as required.**

## 1000.17 – Monitoring Satisfactory Attendance and Progress

Satisfactory **attendance and** progress must be monitored for all education or training assignments – vocational education and training, job skills training and education below the post secondary level. ESPAS must be updated as appropriate to reflect progress.

- A. Satisfactory attendance and progress is measured according to the attendance and satisfactory progress policies developed by the education or training provider and approved by the local social services agency.
  - 1. In the case of education below the secondary level, satisfactory progress is defined as one grade level increase for every three months of participation.
  - 2. In the case of **post**-secondary education, satisfactory progress is defined as maintaining a “C” average for each grading period and completing the number of credits needed each grading period to successfully complete the degree in the two year time period.
- B. **Daily supervision and record keeping will be provided by the education or training course instructor.**
- C. The ESW will monitor the participant to assure that she is making satisfactory progress. Satisfactory progress is used to assess the continued appropriateness of the education or training component.
- D. The ESW will examine and maintain in the participant’s case record copies of attendance records, certificates, diplomas and grades.
- E. Education and training providers will complete an Attendance/Performance Rating Sheet each month. The client may complete the attendance sheet if it is signed by the instructor or another school/training program official.
- F. The ESW will contact the instructor to determine if the participant is satisfactorily progressing and to determine if the participant will successfully complete the activity within the two-year limit on TANF eligibility. Documentation of these discussions will be kept in the contact log.
- G. Documentation of satisfactory progress will be made every three months. In the case of post-secondary education, the participant’s progress will be monitored at a time consistent with the institution’s schedule, e.g. at the end of a semester or quarter.
- H. If it appears to the ESW and the education or training instructor that the individual may have a cognitive, developmental, learning or other disability that is impeding her progress, the participant will be screened for learning disabilities if screening has not yet been done. If the screening indicates that the participant is likely to have a learning or other disability, the individual will be referred for an in-depth evaluation. If it is determined that the participant has a verified disability, and there are reasonable accommodations that would help the individual progress in the program, the ESW will work with the individual and education or training provider to put such accommodations in place.



- (3) The child care arrangements must be affordable. This means the cost of the child care is less than or equal to the payment amounts specified in the Child Care Services policy (Volume VII, Section II, Chapter D); and
- (4) If the child care is with a relative, it must meet the requirements for relative care in the Child Care Services policy (Volume VII, Section II, Chapter D).

The participant is responsible for demonstrating that she is unable to find child care for one or more of the above reasons.

**While one of the criteria for acceptable child care is affordability based on the payment amounts specified in child care policy, the client's selection of child care arrangements whose costs exceeds the payment amounts is not a good cause reason for program non-compliance when other child care arrangements meeting the acceptable child care criteria are available.**

The local agency is responsible for determining if the information provided substantiates that needed child care that meets the above criteria cannot be arranged. The ESW must consult with the Child Care worker in evaluating whether a sanction is appropriate.

- c) Accepting employment would result in a net loss of cash income for the assistance unit. Net loss of cash income would result if the family's gross earned income, less necessary work related expenses, was less than the recipient's TANF check she was receiving at the time the offer of employment was made.
- 3) The good cause investigation consists of an evaluation of information in the case record. When there has been no recent contact with the participant, efforts will be made to determine if the participant has contacted the ESW to discuss the problem, given a reason for not attending an ESP interview, or for not completing an assignment, or having not kept any program related appointment.
- 4) A reasonable effort will be made to contact participants who are unable to read. The worker must document that an attempt by telephone or a personal contact has been made prior to referring the case for sanctioning.

The purpose of this contact is to ensure the participant understands the mandatory nature of the program and has an opportunity to explain the reason for noncompliance.
- 5) Prior to imposing a sanction, the supervisor must review the circumstances of the proposed sanction to ensure that the participant has been screened for disabilities or screening has been offered and refused, reasonable accommodations have been provided if needed, and the agency has attempted to notify the client verbally. The supervisor must not approve the sanction if any of these steps have not been taken. The supervisor or designee must sign the VIEW Non-Compliance Checklist. The completed checklist must be placed in the case record.

#### B. Refusal to Participate

Refusal to participate occurs when a participant either:

- 1) Overtly chooses not to cooperate; or
- 2) Fails to carry out her prescribed VIEW activities without good cause.

- 3) Contact log documenting all contacts with the participant.
  - 4) A copy of the communication form sent to the EW to sanction/terminate the case.
- E. Documentation Required for Failure to Report to or Complete **Job Search, Job Readiness, Vocational Education and Training, Job Skills Training, Education Below Post-Secondary.**
- 1) An Activity and Service Plan form showing that the participant was assigned to **Job Search, Job Readiness, Vocational Education and Training, Job Skills Training, Education Below Post-Secondary** and stating the actions required by the participant.
  - 2) Any letters and phone calls which may have been made prior to the scheduled activity (such contacts are not required by policy).
  - 3) Any referrals to the education, training or service provider, or employer.
  - 4) Contact log documenting all contacts with the participant.
  - 5) Any records of participant's performance or progress in an activity.
  - 6) Any records of participant's attendance or the **VIEW** Attendance/Performance Rating Sheet.
  - 7) A copy of the communication form sent to the EW to sanction the case.
- F. Documentation Required for Failure to Report to or complete a Work Experience, Public Service Program, or Full Employment Program Assignment
- 1) Activity and Service Plan showing that the participant was assigned to Work Experience, Public Service Program, or Full Employment and stating the actions required by the participant.
  - 2) **VIEW** Referral to Work Site form.
  - 3) Work Experience Attendance and Performance record/Employee Rating Form.
  - 4) Contact log documenting all contacts with the participant.
  - 5) A copy of the communication form sent to the EW to sanction the case.
- G. Documentation Required for Failure or Refusal to Accept a Bona Fide Job Offer
- 1) Description of the job offer, **including OJT positions**, and the circumstances surrounding the refusal including an analysis of whether the job offer met the definition of a bona fide job offer.
  - 2) All contacts with the employer.
  - 3) Contact log documenting all contacts with the participant.
  - 4) A copy of the communication form sent to the EW to sanction the case.

H. Documentation Required for Termination of Employment, Reduction in Wages or Refusal of a Bona Fide Offer of Increased Work Hours

- 1) Description of the job, **including OJT employment**, and circumstances surrounding the termination of employment, reduction in earnings or refusal of increased work hours.
- 2) Contact log documenting all contacts with the participant.
- 3) A copy of the communication sent to the EW to sanction the case.

I. Advance Notice of Proposed Action to Terminate

- 1) This notice is sent to participants who do not comply with the VIEW program requirements. It provides notification that the TANF benefit will be suspended. This notice is required prior to sanctioning.
- 2) Upon determination to sanction the client for noncompliance, the ESW must take action to begin the sanction process. Based on agency procedures, the ESW will either send the client the VIEW Notice of Termination (032-02-0307/01-eng) or the Advance Notice of Proposed Action within 3 business days of the missed appointment. Alternately, the ESW will immediately notify the EW who will send the ANPA within 3 business days of receipt of the notification.
- 3) The ANPA will inform the participant of the specific requirement which was not met, and advise the participant to contact the ESW within 10 days from the date the Notice was mailed in order to establish good cause and prevent suspension of the TANF grant.
  - a) The Notice will give the participant at least 10 days from the date the ANPA is mailed to provide good cause. If the participant does not respond to the ANPA by the date given, she will be sanctioned.
  - b) If the participant responds to the ANPA, the information becomes part of the documentation needed to determine if the sanction will be imposed. If the participant does not present good cause, she will be sanctioned.

J. Sanction Procedures

- 1) In agencies in which both the VIEW program and TANF benefits are not managed by one case manager, the ESW will advise the EW that a sanction is required, when to impose a sanction, and which sanction to impose. An automated message is sent to the EW via the automated system to impose the sanction and a manual communication form should be sent. The EW will send the participant the Advance Notice of Proposed Action to affect payment which explains the reason for the sanction, the amount of benefit reductions to be imposed, and the duration of the sanction. At agency option, the VIEW Notice of Termination may be sent prior to referral of the case to the EW for sanction.
- 2) For the purposes of recording and establishing sanctions, the sanction period begins on the date the participant was in noncompliance. This date is recorded in the automated system by the ESW. The effective date on the Advance Notice of Proposed Action is the beginning of the sanction period for purposes of suspending assistance.
- 3) The sanction will be imposed the first month following the month in which the case was referred for sanctioning, if administratively possible. If not, the sanction will be imposed the following month.

## 1000.22 - TRANSITIONAL SERVICES

Former VIEW participants are eligible for transitional services once they leave TANF, either because they have reached the end of the two-year time period, or because the TANF case has closed for another reason. Eligibility for specific transitional services is based on the client's employment status.

Eligibility for transitional services starts the first day of the month after TANF case closure and may continue through the last day of the 3<sup>rd</sup> month after TANF case closure, or through the last day of the 12<sup>th</sup> month after TANF case closure, depending upon the specific transitional service.

An ESPAS record must be opened for three of the transitional services - Transitional Transportation (TT), Transitional Employment and Training (TET), and the VIEW Transitional Payment (VTP). ESPAS is accessed through the ADAPT main menu, option 14. For detailed instructions, refer to the ESPAS Manual at <http://localagency.dss.virginia.gov/support/adapt/files/espas/espasmanual.pdf>.

If a client with a closed TANF case reapplies and is found eligible for TANF, she will no longer qualify for transitional services. VTP enrollments are closed at reapplication rather than at TANF case approval and are not reopened even if the application is denied. Clients who are referred to or volunteer for VIEW after TANF case approval are eligible for VIEW supportive services. (See 1000.12). If the TANF case closes again, the client may again be eligible for transitional services.

The local agency should include policy regarding the use of, and any limitations on, transitional services in its Standard Operating Procedures. The ability of a local agency to pay for the following transitional supportive services - transitional medical/dental, transitional work-related, and transitional emergency intervention services, or for Transitional Employment and Training (TET) - is based on the availability of funds.

**Non-parent caretakers whose needs have been removed from the TANF grant for any reason (e.g. noncompliance, excess income for an AU of 1, etc.) are not eligible to receive transitional services if they are still receiving a TANF check for the child.**

A. Transitional Supportive Services

1. Transitional Child Care paid from Child Care funds – 12 month maximum. Child care assistance may be provided for up to twelve consecutive months, after the TANF case closes, to any former TANF recipient (VIEW or non-VIEW) who meets the eligibility requirements outlined in child care policy (Vol. VII, Section II, Chapter D). Child care can be provided for employment or for education. Transitional child care can start no earlier than the first day of the month after the month of TANF case closure. The eligible participant will be required to pay 10% of monthly gross income as a fee, unless the locality has been approved to use an alternative child care fee scale.

2. Transitional Child Care paid from VIEW funds – 3 month maximum. If the participant is determined ineligible for transitional child care based on income, and needs child care in order to work, the agency may pay for child care from VIEW funds for up to 3 months beginning with the month after TANF case closure. The client will not have to pay the 10% fee but will be required to pay any amount over the maximum reimbursable rate.
3. Transitional Medical/Dental Services – 3 month maximum. Payment for medical or dental services not covered by the state Medical Assistance Plan (Medicaid) may be made for working clients if the service relates directly to employment. Medical/dental Services include medical statements or other necessary medical verifications, dentures, glasses, orthopedic shoes, or other items needed to maintain or upgrade employment.
4. Transitional Work-Related Expenses – 3 month maximum. The client may be assisted with on-going or one-time expenses related to work when the service will help the client retain or upgrade employment. Examples of work related expenses include: fees for birth certificates, professional and license fees; registration/graduation fees; picture IDs; uniforms or other required clothing or shoes; safety equipment or tools; car repairs and insurances.
5. Transitional Emergency Intervention Services – 3 month maximum. Assistance may be provided in emergency situations to help a former VIEW participant retain employment. Examples of emergency intervention services include the provision of food or help with shelter costs when the need for such services arises from an emergency situation and the client's employment will be jeopardized if the services are not provided. Automobile expenses are not allowable as an emergency intervention service.
6. Transitional Transportation – 12 month maximum. Transitional transportation may be used to pay for any employment-related transportation expense that is allowed under VIEW guidelines for open TANF cases. (See 1000.12)

A former VIEW participant may apply for transitional transportation any time during the 12 month period following TANF case closure. If she applies after the 12 month period has started, she will be eligible only for the remaining months in the period.

Evaluation of continued eligibility and the need for transitional transportation will be made every six months. Minimally, the re-evaluation will verify the former VIEW participant's employment hours. The client's failure to respond to requests for information will result in termination of transitional transportation services. Adequate documentation supporting reasons for termination shall be filed in the case record. When transitional transportation services are terminated, a written [Services Notice of Action](#) (032-02103/5) or letter must be sent at least 10 days in advance of the effective date of action.

B. VIEW Transitional Payment (VTP)

**1) Eligibility for VTP**

The VTP is an incentive payment designed to encourage job retention. The VTP will be provided to employed VIEW participants whose TANF case is closed for any reason, except no eligible child in the home or unable to locate, and whose case is not in a VIEW sanction or referred for a VIEW sanction or in an IPV. The case must contain at least one VIEW participant who at time of TANF case closure was employed at least 30 hours per week with hourly wages of at least the current federal minimum wage. The VTP payment for one participant is \$50. When both parents in a two-parent case are VIEW participants and are each employed at least 30 hours per week with hourly wages of at least the current federal minimum wage, the payment is \$100. If one parent leaves the two-parent household, the payment will be reduced to \$50 dollars.

The VTP is initiated in ADAPT by the EW. A one time notice is sent to the client by the EW that informs the client that her case is eligible for the payment, the reason for the payment and conditions that will terminate the payment. (See [901.13](#).) Once the EW opens a VTP, an ALERT will be sent to the ESW informing her that a VTP is open in ADAPT and to open a VTP record in ESPAS. The ESW must have a copy of the previous month's pay stubs or verification of employment (not over four weeks old) before opening the VTP record. If the worker does not have the previous month's pay stubs or verification of employment, the ESW is to get the pay stubs or verification from the EW. The number of pay stubs will vary based on the client's pay schedule.

If the ESW determines the EW opened the VTP in error (Example: client not working 30 hours per week at federal minimum wage) the ESW is to immediately send a communication to the EW to close the VTP and provide the reason. The ESW should leave the VIEW record open and continue regular job follow-up if necessary.

**If a client who is approved for, and begins receiving a VTP, appeals the TANF case closure and requests that the TANF grant be reinstated during the appeal, the VTP will be stopped. If the client loses the appeal and the TANF case is closed, the EW will again evaluate eligibility for a VTP following VTP guidelines. If the client is eligible for VTP, the 12 month VTP eligibility period will begin the month after the second TANF case closure.**

**If a client is approved for VTP then relocates to another locality in Virginia, the agency will transfer the VTP case. The receiving agency will determine if the client will continue to meet all of the VTP eligibility requirements after she relocates. If the client will no longer be eligible for VTP, the EW will send the client a Notice of Action regarding the VTP case closure.**

## 2) VTP Follow-up

When the client is eligible for a VTP payment, regular job follow-up will end even if the six monthly job follow-ups have not been completed. The worker will close the VIEW record with closure code 23, "eligible for VTP, close VIEW record." The VIEW closure date should be at the end of the same month that the TANF case closes. The ESW will then open a VTP enrollment using the hours and wage information for the 1<sup>st</sup> job follow-up and for the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. The six job follow-ups will be entered at the same time. Enter the 1<sup>st</sup> job follow-up and transmit. Enter the 2<sup>nd</sup> job follow-up and transmit. Continue until all six have been entered.

Example: The ESW receives notification that the TANF case will close effective December 31<sup>st</sup> and the client is eligible for VTP. On or after January 1<sup>st</sup>, the ESW enters the December follow-up information, verifies the GT status of the TANF case, and then closes the regular VIEW enrollment in ESPAS. After the regular VIEW enrollment has been closed, the ESW will open a VTP enrollment using January 1<sup>st</sup> as the employment start date.

Note: Regular VIEW job follow-ups end when VTP follow-ups begin. Regular VIEW follow-ups made while the client had an open TANF case do not count toward the required number of VTP follow-ups.

ALERT #1024 will remind the worker on the 1<sup>st</sup> day of the 5<sup>th</sup> month to send out the VIEW Transitional Job Follow-up letter for the 7<sup>th</sup> month. The letter is due back the 5<sup>th</sup> day of the 6<sup>th</sup> month. Access to the Job Follow-Up letter is from the ESPAS Main Menu Option 4. If the worker puts in one client ID, the letter will print for that client. If the worker does not put in a client ID, letters will print for all the VTP cases that will be due a 7<sup>th</sup> month job follow-up. On the 1<sup>st</sup> day of the 6<sup>th</sup> month ALERT #1025 will remind the ESW to enter the 7<sup>th</sup> through 12<sup>th</sup> month job follow-ups if the client is still eligible for the VTP. The ESW must enter the 7<sup>th</sup> through 12<sup>th</sup> job follow-ups no later than the 14<sup>th</sup> day of the 6<sup>th</sup> month. If the job follow-ups are not entered in ESPAS by the 14<sup>th</sup> of the month, ALERTS will go to the EW on the 15<sup>th</sup> day to close the VTP in ADAPT.

If the job follow-up and documentation does not show the client is employed at least 30 hours per week earning at least the federal minimum wage, the payment is to stop. If the hours are less than 30 per week when the 7<sup>th</sup> job follow-up information comes back, close the VTP with closure code 20. The client is no longer eligible for the VTP. The ESW will also send an Employment Services Communication Form (032-02-0072-08) to the EW requesting her to close the VTP in ADAPT.

**The VTP should be terminated and the communication form sent when employment ends, hours fall below 30 per week, wages decrease to below the current federal minimum wage, when the client changes jobs causing a break in employment which results in the average hours for the month falling below 30 per week, when the only eligible child leaves the home, and when the client does not send the job follow-up back by the due date with appropriate documentation. The VTP must also be terminated when the employment is with an educational or training institution that closes for the summer (longer than thirty days) and the client cannot work.**

**Official closures by educational or training institution employers for quarter or semester breaks (lasting less than thirty days) during which the client cannot work will not impact the VTP.**

Once the client loses employment and the VTP is stopped, she continues to be ineligible for VTP as long as she is in the transitional period even if she becomes employed again.

**C. Transitional Employment and Training Services (TET)**

Transitional employment and training services are available for up to twelve months after TANF case closure for qualified VIEW participants **contingent on local agency VIEW funding**. All TET services must be approved by the ESW **and detailed on an Activity and Service Plan following general guidelines at 1000.11(A). A new Activity and Service Plan will be completed whenever there is a change in TET assignments**. Transitional employment and training services include all activities listed at 1000.13 and 1000.14 except FEP and CWEP. Participants receiving TET services may also be eligible for other transitional services listed at 1000.22 if they meet the eligibility criteria.

To qualify and continue to be eligible for transitional employment and training services, the following criteria must be met:

1. The activities are designed to maintain employment income, increase employment income or prevent the loss of employment income by the participant.
2. The participant was enrolled in the VIEW program at the time of case closure.
3. The TANF case of which the individual was a member is closed.
4. The case was not in a VIEW sanction or referred for VIEW sanction at the time of the TANF case closure.
5. Any activity to which the participant is assigned must be completed within 12 months or less.
6. If the TET participant is not employed, any transitional employment and training assignment must be designed to lead to employment within 60 days. If the individual is not employed at least 10 hours per week and earning at least minimum wage by the 60<sup>th</sup> day, the TET case must be closed.
7. Only individuals who have not completed an associate, four-year, or higher degree may participate in an education or training activity.
8. Education and training activities must prepare participants for jobs in the community or jobs projected to be available in the community.
9. Participants enrolled in education or training must meet the satisfactory progress requirements of the **educational** institution. For education below the post-secondary level, including ABE and GED, the individual must obtain one grade level increase every three months. Workers are to use VIEW attendance forms and review grades each grading period to monitor satisfactory progress.



## 1000.24 - HARDSHIP EXCEPTIONS

Exceptions to the two year limit on TANF assistance may be granted under certain circumstances.

- A. Application for An Exception - The client is notified that an extension of benefits is possible by the [TANF 24-Month Advance Notice of Proposed Action](#) (032-03-0368-04). This notice is sent by the eligibility worker 60 days prior to the end of the 24-month TANF eligibility period.

The client must submit a signed and dated written request to the ESW, postmarked within the 60 day period prior to the effective date of TANF case closure shown on the notice, identifying the specific type of exception requested. The agency may assist a client who is illiterate in writing the request, but the request must be submitted timely and signed and dated by the client. An individual who has received the 24-Month Advance Notice, who has exhausted the 24-month TANF eligibility period, and whose TANF case has been closed, may not apply for an exception.

The local agency is not required to screen all VIEW participants for eligibility for hardship exceptions.

- B. Exceptions and Eligibility for TANF and VIEW - If a hardship exception is granted, TANF benefits will continue for the period of the exception as long as all TANF eligibility factors continue to be met. The client will also continue to be a mandatory VIEW participant and will be eligible for supportive services.
- C. Criteria for Granting Hardship Exceptions - Hardship exceptions may be granted under the following circumstances provided the client meets all general and specific eligibility criteria:
1. Exceptions of up to one year
    - a. The client lives in an area of high unemployment.
    - b. The client has been enrolled in **employment-related** post-secondary education or skills training unless the education or skills training was self-initiated.
  2. Exceptions of up to 90 days
    - a. The client is unable to find employment.
    - b. The client has lost her job.
- D. General Eligibility Criteria for Hardship Exceptions

In order to be considered for a hardship exception, the participant's program participation must be evaluated. Determination must be made that:

1. The participant was not sanctioned for failure to satisfactorily participate in any assigned component activity while in the program. Assigned component activities must be reflected on the client's Activity and Service Plan.

2. The participant was not sanctioned for leaving employment while enrolled in VIEW.
3. The participant was not sanctioned more than once for reasons other than those listed in 1 and 2 above.

In the case in which a sanction was improperly imposed, including situations in which the sanction was the result of non-compliance caused by the verified disability of the participant or the verified disability of a household member in the care of the participant, the sanction will be removed and the participant may be considered for a hardship exception if otherwise eligible.

E. Conditions Under Which a Hardship Exception May Be Granted for Up to One Year

A hardship exception may be granted by the local agency for any period of time, up to one year, based on a lack of job availability or for completion of employment-related education or training if the client meets the general eligibility criteria outlined above. The client must continue to participate in the VIEW program and carry out all program assignments. The hardship exception will be reevaluated every 90 days to ensure that the basis for the exception continues to exist and that the participant continues to meet all program and exception requirements.

1. Factors relating to job availability are unfavorable
  - a. The client lives in an area where the unemployment rate has been 10% or higher for the 2 quarters preceding the end of the client's 24 months of TANF eligibility. Unemployment rate information is available from the Virginia Employment Commission.
  - b. The client is registered with the Virginia Employment Commission, is assigned to a job search activity, and to any other activity that the agency believes will facilitate employment, and is actively seeking employment.
2. The client is in an employment-related **post-secondary** education or training program which can be completed within one year
  - a. Participants enrolled in self-initiated education or training are not eligible for an education or training-related hardship exception.
  - b. The participant must have been enrolled in employment-related post-secondary education or skills training for at least 9 of the previous 12 months, have been satisfactorily participating, and must be able to complete the course of study in no more than one year of full time enrollment if the exception is granted.

10/07

Information Sheet (032-02-0311-02-eng).....	3
Agreement of Personal Responsibility (032-02-0310-04-eng).....	6
VIEW Assessment (032-02-0303-03-eng) .....	9
VIEW/TWA/Transitional Activity and Service Plan (032-02-0302-05-eng).....	13
<b>VIEW Job Search Form (032-02-0301-04-eng).....</b>	<b>16</b>
Full Employment Program (FEP) Agreement (032-02-309/2).....	19
Full Employment Program Communication Form (032-03-655).....	21
Community Work Site Agreement (032-02-0308-01-eng) .....	23
Work Site Position(s) (FEP, CWEP or PSP) (032-02-0306-01-eng) .....	25
VIEW Referral to Work Site (FEP, CWEP, PSP) (032-02-0300-01-eng) .....	27
VIEW Attendance/Performance Rating Sheet (032-02-0305-01-eng).....	29
VIEW Non-Compliance Checklist (032-02-0671-01-eng).....	31
Do You Have a Disability (032-02-670) .....	33
TANF 24-Month Advance Notice of Proposed Action ((032-03-0368-04-eng) .....	36
Notice of Intentional Program Violation (032-03-721/7).....	38
Page 41 – OBSOLETE .....	41
VIEW Notice of Sanction/Termination (032-02-307/1).....	42
Hardship Exception Determination (032-03-376/2).....	44
Notice of Hardship Exception (032-03-377) .....	47
Contact Sheet (032-02-078/5) .....	49
Communication Form (032-02-0072-08-eng) .....	50
VIEW Exchange of Information Form (032-03-375/1).....	51
<b>Medical Evaluation Form (032-03-0654-05-eng) .....</b>	<b>53</b>

Notice of Workers' Compensation Requirements and Procedures.(032-03-675) .....	56
Employer's Accident Report (VWC Form No. 3 rev. 3/22/02).....	58
Notice of Intentional Program Violations and Penalties ( <b>032-03-0646-04-eng</b> ).....	60
VIEW Job Follow-Up (032-03-0402-01-eng) .....	62
Job Follow-Up Contact – Current VIEW Participants (Focus on Retention and Enhancement) (032-03-0403-01-eng) .....	64
<b>VIEW Program Participation Document (032-03-0189-00-eng) .....</b>	<b>66</b>
<b>Unpaid Activity – Holidays and Excused Absences (032-03-0106-00-eng) .....</b>	<b>68</b>

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
TANF PROGRAM

Participant: \_\_\_\_\_  
Case ID#: \_\_\_\_\_  
Date: \_\_\_\_\_  
# Months Accrued on VIEW Clock: \_\_\_\_\_  
☐ VIEW ☐ TWA ☐ TET

## ACTIVITY AND SERVICE PLAN

### CURRENT PROGRAM ACTIVITY ASSIGNMENT

Planned  
Begin Date

Planned  
End Date

Planned  
Weekly Hrs/Pay  
& Location

#### Core Activities – minimum assignment of 20 hrs per wk

Currently employed full-time	_____	_____	_____
Currently employed part-time	_____	_____	_____
Job Search	_____	_____	_____
Job Readiness	_____	_____	_____
Full Employment Program (FEP)	_____	_____	_____
On-The-Job-Training (OJT)	_____	_____	_____
Community Work Experience (CWEP)	_____	_____	_____
Public Service Program (PSP)	_____	_____	_____
Vocational Education and Training	_____	_____	_____

#### Non-Core Activities – countable only after minimum 20 hrs/wk completed in Core Activities

Job Skills Training (Includes Education Above Post-Secondary when it is Directly Related to Employment)	_____	_____	_____
Education Below Post-Secondary	_____	_____	_____

#### Other Work Activities – these hours are not counted toward the participation requirement

Other Locally Developed	_____	_____	_____
-------------------------	-------	-------	-------

☐ **Pending** (Assign for a maximum of 60 days) ☐ **Inactive** (Assign up to 3x - 30 days per assignment)  
List reasons for assignment to Pending or Inactive and the steps necessary to resolve problem

### SUPPORTIVE SERVICES

☐ Child Care ☐ Transportation ☐ TET ☐ Other (please describe)

---

**PARTICIPANT RESPONSIBILITIES FOR CURRENT COMPONENT ASSIGNMENT(S)**

---

---

**AGENCY RESPONSIBILITIES**

---

---

**PARTICIPANT OBLIGATIONS**

I understand that I am responsible for keeping the agency informed of my progress and needs. I agree to call the worker/case manager whose name is listed at the bottom of this page if I have a problem that makes it impossible to keep an appointment or if I wish to discuss or change an activity. I agree to continue in my current activity until I have discussed any problem I may have with my worker/case manager.

I understand that if I fail to participate without a good reason my TANF benefits/support services will be stopped, and my Food Stamp benefits may be affected.



**FOR PARTICIPANTS WHO ARE WORKING**

I will contact the Employment Services Worker/Case Manager to discuss any problems that may affect my employment. I will not quit my job or put myself in a position to be fired without discussing the situation with my worker.



**FOR PARTICIPANTS ASSIGNED TO COMPONENTS**

I will carry out the responsibilities as agreed.



**FOR PARTICIPANTS ASSIGNED TO THE FULL EMPLOYMENT (FEP) PROGRAM**

I understand that I will not receive monthly TANF benefits while I am employed in a FEP placement. However, I may receive a supplemental TANF payment if I am unable to work at least 20 hours per week during the month because of circumstances beyond my control, such as but not limited to, loss of child care, transportation, or illness. I will call my FEP placement supervisor and my worker if I will be absent from work.



**FOR PARTICIPANTS ASSIGNED TO PENDING**

I understand that I am not actively participating at this time, but the months assigned to this component will count toward my two year time period. I also understand that I must keep all appointments and answer all calls and letters from agency staff since I may be required to participate in the future.



**FOR PARTICIPANTS ASSIGNED TO INACTIVE**

I understand that I will not actively participate at this time. I also understand that I must keep all appointments and answer all calls and letters from agency staff since I may be required to participate in the future.



**EXCHANGE OF INFORMATION CONSENT (ALL PARTICIPANTS)**

I understand that my worker may contact employers, service agencies, and others to assist me in connection with my work activities. By signing this form, I give permission to my Employment Services Worker to share information from my case record when necessary to provide or coordinate services on my behalf.

**PARTICIPANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CASE MANAGER'S SIGNATURE** \_\_\_\_\_ **PHONE** \_\_\_\_\_

## Activity and Service Plan

FORM NUMBER: 032-02-0302-06-eng (10/07)

PURPOSE OF FORM - This form outlines a strategy designed by the worker/case manager and the VIEW participant to achieve long and short term goals in working toward employment as decided upon during the initial assessment and recorded on the Assessment Form (032-02-303). It details specific activities to which the participant will be assigned and identifies any service needs during assignments to these activities.

USE OF FORM - This form is prepared initially at the VIEW assessment and at the time of each reassessment. It is also to be used for persons assigned to Transitional Employment and Training Services (TET) and TANF Work Activities (TWA). Activities on this form will correspond to entries in the automated system. A copy of this form may serve as the Service Application.

NUMBER OF COPIES - One original and two copies

DISPOSITION OF COPIES -     Original - Case Record  
                                          1st copy - VIEW Participant  
                                          2nd copy - Service Worker

### INSTRUCTIONS FOR PREPARING THE FORM

CURRENT PROGRAM ACTIVITY ASSIGNMENT - This space is provided for the worker/case manager to list the current component assignment(s) along with planned location, dates, and hours/pay. The information on this list will correspond with information in the Employment Services Automated System (ESPAS). Any assignment to pending or inactive needs to be explained in the space provided.

SUPPORTIVE/TRANSITIONAL SERVICES - Any services needed by the participant to engage in the program activities listed will be identified in this section of the Activity and Service Plan.

PARTICIPANT RESPONSIBILITIES - Outline the specific steps the participant is required to take in order to comply with program requirements. The amount of detail needed in this section will be determined by the worker/case manager on a case by case basis.

AGENCY RESPONSIBILITIES - Outline the responsibilities the agency will assume to assist the participant in carrying out the activities identified.

PARTICIPANT OBLIGATIONS - By signing this section of the form, the VIEW participant indicates they have participated in the planning for activities described, and they understand their responsibilities as a VIEW program participant.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
VIEW PROGRAM

Participant Name: \_\_\_\_\_

Case No.: \_\_\_\_\_

### VIEW JOB SEARCH FORM

**IMPORTANT!** YOU HAVE BEEN ASSIGNED TO JOB SEARCH. USE THIS FORM TO RECORD THE CONTACTS YOU ARE REQUIRED TO MAKE WITH EMPLOYERS WHILE YOU ARE LOOKING FOR A JOB AND THE NUMBER OF HOURS FOR EACH CONTACT. IF YOU DO NOT COMPLETE AND SIGN THIS FORM, AND RETURN IT TO YOUR EMPLOYMENT SERVICES WORKER, YOUR TANF OR TANF-UP MAY BE TERMINATED!

#### REMEMBER YOU MUST:

- Spend at least \_\_\_\_\_ hours per week for the next four (4) weeks looking for a job. You can count the hours that you spend in face-to-face interviews, or hours completing and turning in job applications or resumes toward the weekly total.
- Accept suitable job offers.
- Notify your employment services worker as soon as you get a job.

Complete the bottom of this form and:

☐ Return this form with your signature by \_\_\_\_\_ to \_\_\_\_\_

☐ Keep the interview scheduled with your employment services worker and bring your completed form for:

\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_  
Date Time Address

EMPLOYMENT SERVICES WORKER: \_\_\_\_\_ PHONE: \_\_\_\_\_

#### EMPLOYER CONTACT LIST:

These contacts may be verified by your employment services worker. You do not need to get the signatures of the employers you contact. To count as a contact, you must have a face-to face interview or leave an application and/or a resume.

YOUR CONTACTS	DID YOU: (Check any that apply)
Company: <u>VIRGINIA EMPLOYMENT COMMISSION</u> Address: _____ Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Register: Result of Contact: _____ _____
Company: _____ Address: _____ Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview: Result of Contact: _____ _____



10/07

Company: _____ Address: _____  Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview:  Result of Contact: _____ _____
Company: _____ Address: _____  Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview:  Result of Contact: _____ _____
Company: _____ Address: _____  Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview:  Result of Contact: _____ _____
Company: _____ Address: _____  Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview:  Result of Contact: _____ _____
Company: _____ Address: _____  Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview:  Result of Contact: _____ _____
Company: _____ Address: _____  Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview:  Result of Contact: _____ _____
Company: _____ Address: _____  Type of job: _____ Person Contacted: _____ Date of Contact: _____ Contact Hours (circle) 1 2 3 4	<input type="checkbox"/> Submit a Resume <input type="checkbox"/> Submit an Application: <input type="checkbox"/> Interview:  Result of Contact: _____ _____

PARTICIPANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **VIEW JOB SEARCH FORM**

**FORM NUMBER** - 032-02-0301-04-eng

**PURPOSE OF FORM** - This form provides written documentation of the VIEW participant's job search contacts.

**USE OF FORM** - This form is used by VIEW participants to record employer contacts, contact hours and outcomes during assignment to a job search component.

**NUMBER OF COPIES** - Original

**DISPOSITION OF COPIES** - Original becomes a part of the case record when the VIEW participant completes job search and returns the form.

**INSTRUCTIONS FOR PREPARING FORM** - The first section of the form is completed by the employment services worker, and the information is discussed with the VIEW participant.

The "Employer Contact List" is completed by the VIEW participant. The first lines in this section are to record the mandatory registration/contact with the Virginia Employment Commission. At the end of the job search assignment or at a time designated by the worker/case manager, the form is returned to the agency. The employment services worker will explain to the VIEW participant how the form is to be returned. Employers are not required to sign the form.

The VIEW participant will sign the form at the bottom of page 2 indicating that the contacts have actually been made and that contact hours are accurate. A statement on the form cautions the VIEW participant that the employment services worker may contact the employer to verify the contact.

Commonwealth of Virginia  
Department of Social Services  
Temporary Assistance for Needy Families (TANF)  
Virginia Initiative for Employment not Welfare (VIEW)  
Food Stamp Employment and Training Program (FSET)

Case Name \_\_\_\_\_

Case Number \_\_\_\_\_

### MEDICAL EVALUATION

It is our goal to assist the individual named below in becoming economically self-sufficient. This person states that he/she is unable to participate in employment and training activities. Please give careful consideration in completing this medical evaluation. The information that you provide will be used to determine program activities that this individual may be able to perform, even if there are some limitations.

Patient's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Agency Contact \_\_\_\_\_

Phone # \_\_\_\_\_

#### ABILITY TO PARTICIPATE IN EMPLOYMENT AND TRAINING ACTIVITIES:

1. Date of examination on which this medical evaluation is based: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. In terms of participating in employment and training activities and the patient's current health issue(s), check that which is **MOST** applicable at this time.

A. ☐ Able to participate in employment and training activities without limitations or modifications  
↓  
**Skip the remaining questions and sign at the bottom of page 2.**

B. ☐ Able to participate in employment and training activities at least 10 hours per week with limitations and/or modifications as needed  
↓  
Anticipated duration of limitation or need for modification (Check one)  
↓  
☐ Less than 30 days  
☐ 31 – 60 days  
☐ More than 60 days. Specify duration: \_\_\_\_  
☐ Do you recommend that this patient apply for SSI or SSA disability at this time?  
Yes \_\_\_\_ No \_\_\_\_  
↓  
**Skip to question 3 and continue through the signature section on page 2**

C. ☐ Unable to participate in employment and training activities in any capacity at this time  
↓  
Anticipated duration of incapacity. (Check one)  
↓  
☐ Less than 30 days  
☐ 31 – 60 days  
☐ More than 60 days. Specify duration: \_\_\_\_  
☐ Do you recommend that this patient apply for SSI or SSA disability at this time?  
Yes \_\_\_\_ No \_\_\_\_  
↓  
**Skip to question 4 and continue through the signature section on page 2**

(OVER) →

10/07

3. Please circle the total number of hours per week that the patient can participate in employment and training activities.  
Circle one: 10      15      20      25      30      35

4. In your professional opinion, and based on your medical knowledge of the patient's condition, list any limitations that would affect the patient's ability to participate in employment and training activities.

☐ Physical Limitations: \_\_\_\_\_

☐ Psychiatric Limitations: \_\_\_\_\_

☐ Other Limitations Not Listed Above: \_\_\_\_\_

**DIAGNOSIS AND TREATMENT:**

5. Please indicate the primary medical reason for the patient's inability to participate, or to participate with modifications and/or limitations, in employment and training activities in the "primary diagnosis" space below.

Primary Diagnosis: \_\_\_\_\_

If other medical issues contribute to the patient's inability to participate, or to participate with modifications and/or limitations, in employment and training activities, please record those in "secondary diagnosis" space below.

Secondary Diagnosis: \_\_\_\_\_

6. Would reviewing this form jeopardize the patient's health or well-being? ☐ Yes ☐ No

**COMPLIANCE:**

7. If physical therapy, counseling, or other treatments were prescribed, is the patient complying? ☐ Yes ☐ No ☐ Don't know
8. Does the patient's condition hinder his/her ability to care for his/her children? ☐ Yes ☐ No ☐ Don't know
9. If medication was prescribed, is the patient complying? ☐ Yes ☐ No ☐ Don't know

**REFERRALS:**

10. Does the patient require additional evaluation and/or assessment to determine current and/or future functioning?  
☐ Yes ☐ No

If yes, by whom: \_\_\_\_\_

Field or area of expertise \_\_\_\_\_

Date Referred: \_\_\_\_\_

**SIGNATURE:**

This form may be signed **only** by a medical doctor, including a psychiatrist, a doctor of osteopathy, or by a physician's assistant or nurse practitioner working in the practice of a medical doctor or doctor of osteopathy.

Signature \_\_\_\_\_  
(Physician or Nurse Practitioner or, Physician's Assistant)

Office telephone number: \_\_\_\_\_

Name \_\_\_\_\_  
(Please print)

Date form was completed: \_\_\_\_\_

Office Address \_\_\_\_\_

## MEDICAL EVALUATION

FORM Number – 032-03-0654-05-eng

PURPOSE OF FORM – To provide medical information concerning the mental/physical condition of a Temporary Assistance for Needy Families (TANF) applicant/recipient or a Virginia Initiative for Employment Not Welfare (VIEW) or Food Stamp Employment and Training Program (FSET) participant.

USE OF FORM –To be used by the local social services agency in securing medical information when a written statement is necessary to determine ability to participate in employment and training activities.

NUMBER OF COPIES – One.

DISPOSITION OF FORM – Submitted to the examining or treating medical professional and, upon return to the local department, filed in the case record.

INSTRUCTIONS FOR PERPARATION OF FORM – The information at the top of the form is completed by the eligibility/VIEW worker prior to submittal of the form to the examining or treating medical professional. The information requested in Items 1 through 9 is entered by the examining or treating medical professional. The medical doctor, physician's assistant, or nurse practitioner is to sign the form and also complete the identifying information in the appropriate spaces.

**Commonwealth of Virginia**  
**Department of Social Services**  
**Temporary Assistance for Needy Families**  
**Virginia Initiative for Employment Not Welfare (VIEW)**

AGENCY USE ONLY
Case Name
Case Number
Eligibility Worker Number

### NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

Virginia law requires TANF applicants and recipients to let the local department of social services know of certain changes that might cause a change in his or her assistance. If you withhold information or give false information, you may be prosecuted for perjury, larceny, or welfare fraud. You may be subject to a disqualification hearing. If you are found guilty, you will be ineligible to receive TANF for yourself for six months for the first offense, 12 months for the second offense, and permanently for the third offense.

The following changes must be reported within 10 days of the day they occur, but at the latest, you have until the 10<sup>th</sup> day of the following month to report the change. If you are not sure whether to report a particular change, please discuss the change with your worker.

1. Change of address.
2. An eligible child leaves your home.
3. Changes that may affect VIEW participation including changes in the need for transportation, child care, or any other supportive services.
4. Income from your household goes over the limit below.

Number of People in your Household	Gross Income Limits			
	Monthly	Weekly	Every 2 weeks	Twice a month
1	\$1,107	\$257.44	\$ 514.88	\$ 553.50
2	1,484	345.11	690.23	742.00
3	1,861	432.79	865.58	930.50
4	2,238	520.46	1,040.93	1,119.00
5	2,615	608.13	1,216.27	1,307.50
6	2,992	695.81	1,391.62	1,496.00
7	3,369	783.48	1,566.97	1,684.50
8	3,746	871.16	1,742.32	1,873.00
For each additional member add	+ \$377	+ \$87.67	+ \$175.34	+ \$188.50

These amounts are good through 9/30/08.

I have read this notice and understand my responsibility to report the above changes by the 10<sup>th</sup> day of the month following the change.

Applicant/Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Worker Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTICE OF INTENTIONAL PROGRAM VIOLATIONS AND PENALTIES

FORM NUMBER – 032-03-0646-05-eng

PURPOSE OF FORM – The purpose of the form is to advise the client of Intentional Program Violations (IPV) and the penalties. It also informs the client of the TANF and VIEW changes that must be reported.

USE OF FORM – The form advises the client of the types of information that must be reported, and the IPV penalties that may be imposed, and the time period of the penalties.

NUMBER OF COPIES – Two.

DISPOSITION OF THE FORM – The eligibility worker will explain the notice to the applicant when processing a TANF application. The eligibility worker and client will sign the form and date it. The original is filed in the TANF record and a copy is given to the client.

When the client comes in for a VIEW initial assessment the VIEW worker will explain the form. The worker and client must sign the form and date it. The original is given to the client and a copy is filed in the VIEW folder.

INSTRUCTIONS FOR PREPARATION OF FORM – Explain the information on the form to the client. The client and the worker are to sign the form and date it.

10/07

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
TANF PROGRAM

Participant: \_\_\_\_\_  
Case ID#: \_\_\_\_\_  
Date: \_\_\_\_\_  
# Months on VIEW Clock: \_\_\_\_\_

**VIEW PROGRAM PARTICIPATION DOCUMENT**  
**CURRENT AND FUTURE COMPONENT ASSIGNMENTS**

Client's Employment/ Educational goal(s): \_\_\_\_\_

Core Activities

- ☐ Currently employed part-time or full-time at \_\_\_\_\_
- ☐ Job Search
- ☐ Job Readiness at \_\_\_\_\_
- ☐ Full Employment Program (FEP) at \_\_\_\_\_
- ☐ On-The-Job-Training (OJT) at \_\_\_\_\_
- ☐ Community Work Experience (CWEP) at \_\_\_\_\_
- ☐ Public Service Program (PSP) at \_\_\_\_\_
- ☐ Vocational Education and Training at \_\_\_\_\_  
Field of Study: \_\_\_\_\_

Non-Core Activities

- ☐ Job Skills Training at \_\_\_\_\_
- ☐ Education Above Post-Secondary that is Directly Related to Employment (meets definition of Job Skills Training) at \_\_\_\_\_  
Field of Study: \_\_\_\_\_
- ☐ Education Below Post-Secondary at \_\_\_\_\_

Other Work Activities

- ☐ Other Locally Developed \_\_\_\_\_

SUPPORTIVE SERVICES WHICH MAY BE NEEDED

- ☐ Child Care      ☐ Transportation      ☐ Other (please describe)



## VIEW PROGRAM PARTICIPATION DOCUMENT

FORM NUMBER: -032-03-0189-00-eng (10/07)

PURPOSE OF FORM - This form outlines a strategy designed by the Employment Services Worker (ESW) and the VIEW participant to achieve long term goals in working toward employment as decided upon during the initial assessment and recorded on the Assessment Form (032-02-303). It details specific activities to which the participant may be assigned and identifies any service needs that are anticipated during assignment to these activities.

USE OF FORM - This form is prepared initially at the VIEW assessment.

NUMBER OF COPIES - One original and one copy

DISPOSITION OF COPIES -     Original - Case Record  
                                          Copy - VIEW Participant

### INSTRUCTIONS FOR PREPARING THE FORM:

CLIENT'S EMPLOYMENT/ EDUCATIONAL GOAL(S) – This section should list the employment/ educational goal(s) of the participant.

CURRENT AND FUTURE COMPONENT ASSIGNMENTS - This section is designed to list the components to which the participant may be assigned during the course of VIEW program participation. Whenever possible, the assignments should directly assist the participant in achieving her employment/ educational goal. The boxes that appear next to each activity may be used to place the anticipated activities in numerical order. This information needs to be completed in its entirety at the initial assessment.

SUPPORTIVE SERVICES WHICH MAY BE NEEDED - Any services needed by the participant to engage in the program activities listed will be identified in this section.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF SOCIAL SERVICES  
TANF PROGRAM

Participant Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

### UNPAID ACTIVITY – HOLIDAYS AND EXCUSED ABSENCES

**Unpaid activities** – Group Job Search, Job Readiness, Vocational Education and Training, Public Service Program (PSP), Community Work Experience (CWEP), Job Skills Training, and Education below Post-Secondary. (Individual Job Search is not included.)

#### **Holidays**

The following 10 holidays may be included in the calculation of actual hours of participation for **unpaid activities**:

New Year's Day (Jan)	_____ Yes	_____ No
Martin Luther King Day (Jan)	_____ Yes	_____ No
President's Day (Feb)	_____ Yes	_____ No
Memorial Day (May)	_____ Yes	_____ No
Independence Day (July)	_____ Yes	_____ No
Labor Day (Sept)	_____ Yes	_____ No
Veteran's Day (Nov)	_____ Yes	_____ No
Thanksgiving Day (Nov)	_____ Yes	_____ No
Day after Thanksgiving (Nov)	_____ Yes	_____ No
Christmas Day (Dec)	_____ Yes	_____ No

\* No other days may be considered holiday closures for federal reporting purposes.

#### **Excused Absences**

In addition, 10 additional days of excused absences may be counted in any 12 month period of VIEW participation for clients in **unpaid activities**. No more than 2 excused absences may be approved in a month. In order for the excused absence to be considered as actual hours of participation, the client must have been scheduled to participate in the activity for that time period.

\*Month 1 will be the month after the client signs their APR and enters the VIEW program.

	Date of First Excused Absence	Date of Second Excused Absence
Month 1		
Month 2		
Month 3		
Month 4		
Month 4		
Month 5		
Month 6		
Month 7		
Month 8		
Month 9		
Month 10		
Month 11		
Month 12		

## UNPAID ACTIVITY – HOLIDAYS AND EXCUSED ABSENCES

FORM NUMBER: - 032-03-0106-00-eng (10/07)

PURPOSE OF FORM - This form is to be used to document holidays and/ or excused absences when they are included in the calculation of actual hours of participation for unpaid activities for the month. In order for the holiday or excused absence to be counted, the participant must have been scheduled to participate in the activity for that time period but was unable to do so due to holiday closure by the site or an excused absence.

USE OF FORM - This form is placed in the participant's case record when the initial VIEW assessment is completed. The form should be updated each month that either a holiday or excused absence will be used in the calculation of actual hours of participation for unpaid activities.

NUMBER OF COPIES - Original

DISPOSITION OF COPIES – Original is to be kept in the case record

### INSTRUCTIONS FOR PREPARING THE FORM:

HOLIDAYS – This section is to be used to document any holidays that have been included in the calculation of actual hours of participation for unpaid activities during the month. Only the ten holidays listed may be considered holiday closures for Federal reporting purposes.

EXCUSED ABSENCES - This section is to be used to document any excused absences that have been included in the calculation of actual hours of participation for unpaid activities during the month. Only ten excused absences may be counted in any 12 month period of VIEW participation and no more than two excused absences may be approved in a month.

## VIEW BROCHURES

<a href="#">Have You Heard About Benefits For Working Families (B032-01-0155-04-eng)</a> .....	2
<a href="#">Leaving Welfare For Work Isn't As Scary As It Seems (B032-01-0154-04-eng)</a> .....	6

10/07

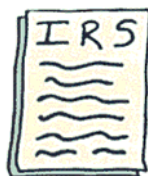
# HAVE YOU HEARD ABOUT BENEFITS FOR WORKING FAMILIES???



**MEDICAL ASSISTANCE/CHILDREN'S HEALTH INSURANCE**



**EARNED INCOME TAX CREDIT**



**FREE HELP WITH FILING TAX RETURN**



**FOOD STAMPS**



**CHILD CARE ASSISTANCE**

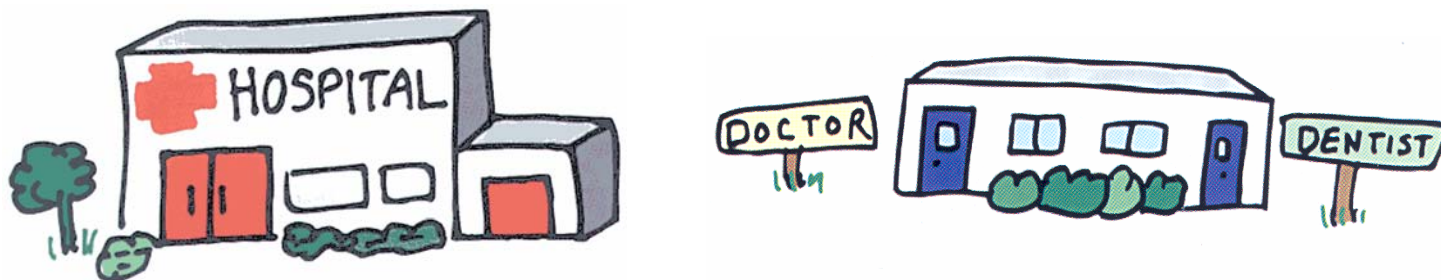


**ASSISTANCE WITH CHILD SUPPORT**

**READ ON TO LEARN ABOUT BENEFITS  
THAT CAN HELP LOW INCOME FAMILIES WITH CHILDREN!**

10/07

# HEALTH COVERAGE



- **Medical Assistance/Children's Health Insurance (doctor visits, medicine, hospital care, and checkups)**
- **Earned Income Tax Credit (more take home pay)**
- **Child Care Assistance**
- **Food Stamps**
- **Child Support**

Families who get off of welfare because of work may still get family health coverage for parents and children for up to 1 year! It's called **Extended Medicaid**.

**After 1 year**, depending on family income, the children are still likely to get health coverage through Virginia's Children's Health Insurance Programs.

## **Example:**

In 2007, a mother with two children **under age 19** can have income of **\$2,862** a month and still get health insurance coverage for her children.

## **Children's Health Insurance in Virginia Covers Children Under Age 19 Even When:**

- ✓ Both parents live in the home.
- ✓ One or both parents work.
- ✓ The family is not receiving TANF.
- ✓ The family has a car, a house and/or a savings account.

To obtain children's health insurance, an application must be filed providing information such as the family's income and the ages of the children. A family can apply at their local department of social services and, in some areas, they can apply at a regional hospital or health department or rural health clinic.

10/07

# EARNED INCOME TAX CREDIT



Low income families (with children) who work part time or full time can get **more take home pay** through the Earned Income Tax Credit (**EITC**). The amount of extra money depends on income and family size. In 2007, a family with two or more children can earn up to \$37,783 a year and qualify for the EITC. **A family does not have to owe any taxes to get the EITC.**

**There are two ways a family can get the extra EITC money.**

- ✓ **They can get all the extra EITC money when they file their federal tax return.**

**OR**

- ✓ **They can get part of the extra EITC money in advance with each pay-check and the rest when they file their tax return.**

To get the extra money in advance with each paycheck, the employee must file Form W-5 with their employer. Employees can get Form W-5 from their employer or case worker. (It does not cost the employer any money because it is taken out of the employee's federal withholding taxes.)

**Example:** In 2007, a family with one or more children with gross income less than **\$37,783** a year could get up to **\$4,716** in extra EITC money. The family could get the **\$4,716** when they file their federal tax return or they could get **\$142** per month and the remaining **\$3,012** when they file their federal tax return.

**The EITC money is not counted as earned income when applying for Children's Health Insurance, Temporary Assistance for Needy Families (TANF), Food Stamps, Supplemental Security Income (SSI) or housing assistance.**

To get the **EITC** a family **must** file a federal tax return. **FREE help is available to file tax returns.** Call the IRS at 1-800-829-1040 and ask where you can get help. (If it is busy, don't give up - keep calling because it is worth it to get free help with your tax return!)



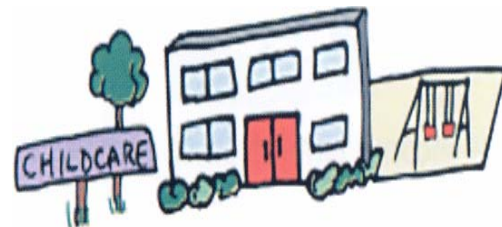
10/07

# CHILD CARE

**Assistance with child care may be available.**

A family with limited income may qualify for child care assistance.

Due to limited funding, the family may be placed on a waiting list. A family can get information on child care assistance at their local Department of Social Services.



# FOOD STAMPS

**Low income families may qualify for Food Stamps while working full time.** For example, in 2007, a family of three with gross income of **\$1,799 or less** a month may qualify to receive Food Stamps.



# CHILD SUPPORT



The district Child Support Office can help custodial parents obtain child support payments from absent parents. They can also assist in obtaining medical support and in establishing paternity.

- A parent does not have to be on welfare to get help in collecting child support or to receive other child support services.
- There are no guarantees that money will be collected, but getting help from Child Support Enforcement can improve the chances of success.
- Services do not include custody, visitation or other matters.
- There is no charge for services provided by Child Support Enforcement.

(For more information, call your district Child Support Office.)

**To learn more about benefits available for low income working families, call your local Department of Social Services or visit us on the Internet at [www.dss.state.va.us/benefit](http://www.dss.state.va.us/benefit).**

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES.**



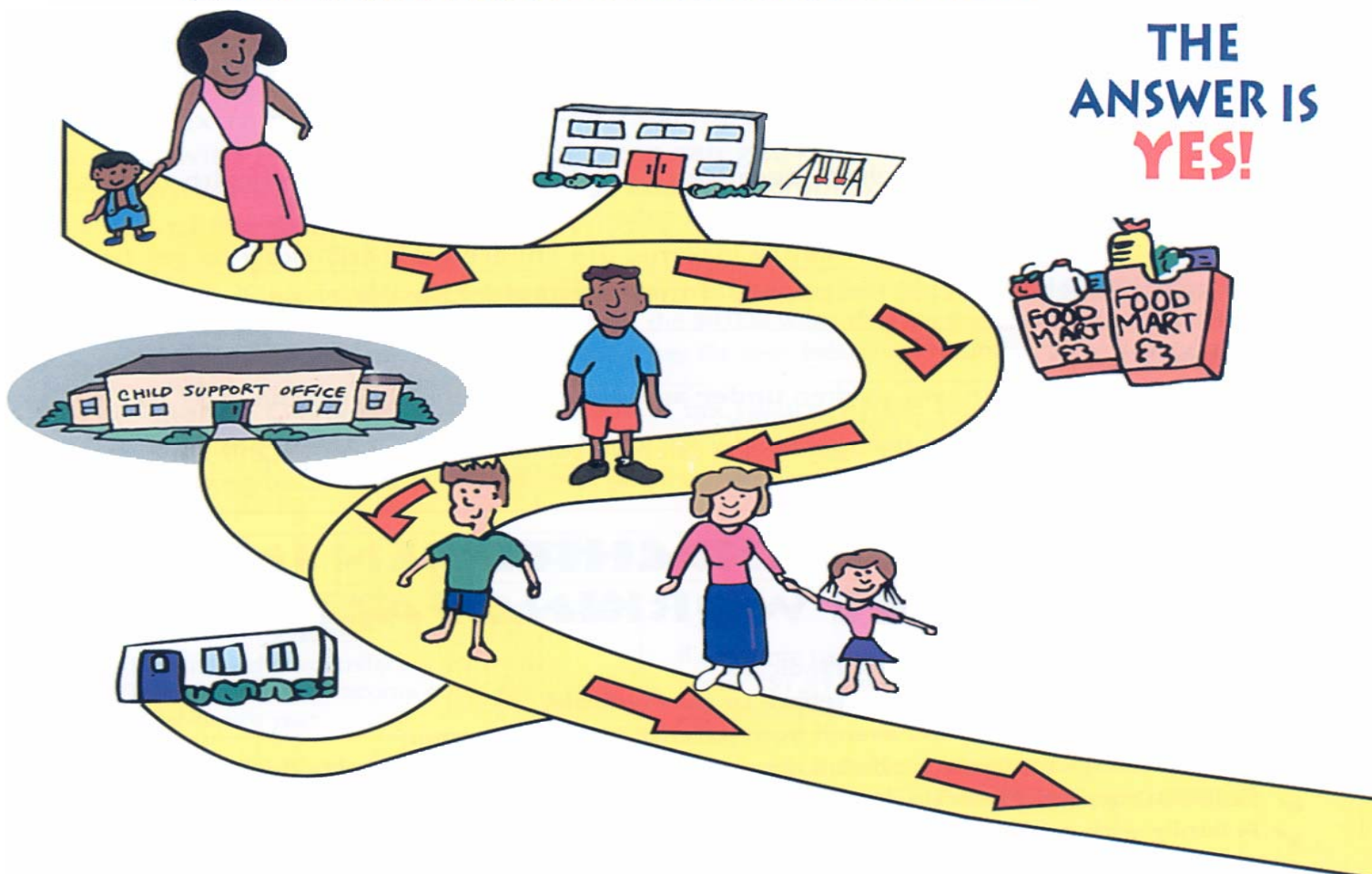
Design: Southern Institute on Children and Families/Shiben. Permission granted by the NC Department of Human Resources.



# LEAVING WELFARE FOR WORK ISN'T AS SCARY AS IT SEEMS

DID YOU KNOW YOU COULD WORK **FULL TIME**  
AND STILL RECEIVE SOME BENEFITS?

THE  
ANSWER IS  
**YES!**

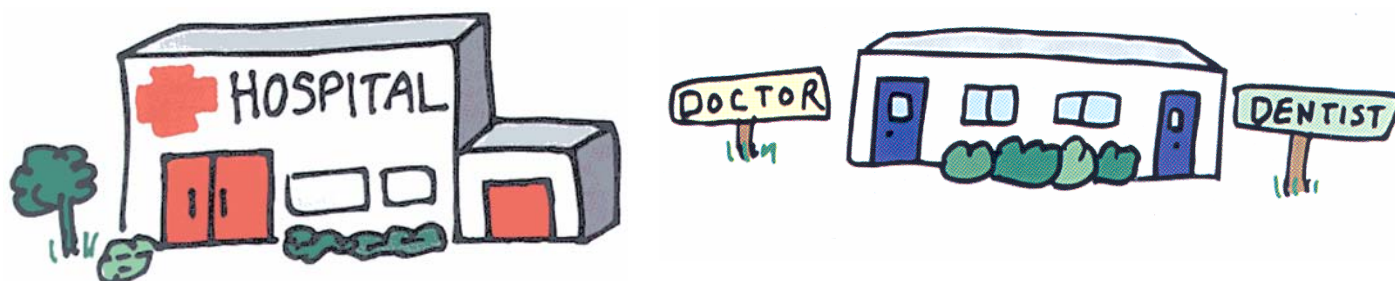


10/07

## WHAT ARE THE BENEFITS FOR FAMILIES WHO LEAVE WELFARE FOR WORK?

- Medical Assistance/Children's Health Insurance (doctor visits, medicine, hospital care, and checkups)
- Earned Income Tax Credit (more take home pay)
- Child Care Assistance
- Food Stamps
- Child Support

## HEALTH COVERAGE



Families who get off of welfare because of work may still get family health coverage for parents and children for up to 1 year! It's called **Extended Medicaid**.

**After 1 year**, depending on family income, the children are still likely to get health coverage through Virginia's Children's Health Insurance Programs.

### Example:

In 2007, a mother with two children **under age 19** can have income of **\$2,862** a month and still get health insurance coverage for children.

### Children's Health Insurance in Virginia Covers Children Under Age 19 Even When:

- ✓ Both parents live in the home.
- ✓ One or both parents work.
- ✓ The family is not receiving TANF.
- ✓ The family has a car, a house and/or a savings account.

To obtain children's health insurance for children, an application must be filed providing information such as the family's income and the ages of the children. A family can apply at their local department of social services and in some areas they can apply at a regional hospital or health department or rural health clinic.

10/07

# EARNED INCOME TAX CREDIT



Low income families (with children) who work part time or full time can get **more take home pay** through the Earned Income Tax Credit (EITC). The amount of extra money depends on income and family size.

A family does not have to owe any taxes to get the EITC.

There are two ways a family can get the extra EITC money.

✓ They can get all the extra EITC money when they file their federal tax return.

OR

✓ They can get part of the extra EITC money **in advance** with each pay-check and the rest when they file their tax return.

To get the extra money in advance with each paycheck, the employee must file Form W-5 with their employer. Employees can get Form W-5 from their employer or case worker. (The advance does not cost the employer any money because it is taken out of the employee's federal withholding taxes.)

**Example:** In 2007, a family with one or more children with gross income less than **\$37,783** a year could get up to **\$4,716** in extra EITC money. The family could get the **\$4,716** when they file their federal tax return or they could get **\$142** per month and the remaining **\$3,012** when they file their federal tax return.

To get the **EITC** a family **must** file a federal tax return. **FREE help is available to file tax returns.** Call the IRS at 1-800-829-1040 and ask where you can get help. (If it is busy, don't give up - keep calling because it is worth it to get free help with your tax return!)



## WHICH IS MORE?



In 2007, a parent (with two children) on welfare without a job and no other income could get **\$3,840** for the entire year.

If the same parent went to work earning **\$14,500** a year (**\$1,208** per month), the parent would get a pay check plus **\$4,716** in extra EITC money.

**There is more good news! The EITC money is not counted as earned income for Children's Health Insurance, Temporary Assistance for Needy Families (TANF), Food Stamps, SSI or housing assistance.**



10/07

## CHILD CARE

Depending on income, parents who get off welfare because of work may get some help with child care expenses for up to 12 consecutive months, beginning with the first month in which they are no longer on welfare! The parent **must ask** for help with child care expenses. It's called **Transitional Child Care (TCC)**.



**After 12 consecutive months of being off welfare**, the parent might still be able to get some help. The parent will still have to pay a fee.

## FOOD STAMPS

Parents who get off welfare because of work may still receive some assistance through the Food Stamp program.



**Example:** In 2007, a family of three with a total gross income of **\$1,799** or less a month may qualify to receive Food Stamps.

## CHILD SUPPORT



The district Child Support Office can help custodial parents obtain child support payments from absent parents. They can also assist in obtaining medical support and in establishing paternity.

- A parent does not have to be on welfare to get help in collecting child support or to receive other child support services.
  - There are no guarantees that money will be collected, but getting help from Child Support Enforcement can improve the chances of success.
  - Services do not include custody, visitation or other matters.
  - There is no charge for services provided by Child Support Enforcement.
- (For more information, call your district Child Support Office.)

## SO, YOU SEE, FAMILIES DON'T LOSE ALL OF THEIR BENEFITS WHEN THEY LEAVE WELFARE FOR WORK. THEY MAY STILL GET:

- EITC Cash
- Child Care
- Medical Assistance/Children's Health Insurance
- Food Stamps

To learn more about leaving welfare for work (including getting child support), call your local Department of Social Services or visit us on the Internet at [www.dss.state.va.us/benefit](http://www.dss.state.va.us/benefit).

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES.**



Facts to be EstablishedSubstantiation and Procedures

If caretaker-relative is father not married to child's mother, or relative of such father, evidence of paternity is required.

Court record establishing paternity.  
Court order stating child is residing with paternal or maternal relative.  
Written notarized statement of paternity. Birth Certificate from any state where father's name is included.

Note: Once evidence of paternity has been determined, the worker must verify the relationship between the caretaker-relative and the father. The case record must be documented regarding how the child is related to the caretaker, denoting the verification methods used to make the determination.

2. Living in Home

- a. Child's presence in home
- b. Relative exercising care and control

2. Living in Home

a. and b. The primary source of verification for children who attend school, including nursery schools, pre-schools, or day care centers is the school record which shows address and relative's name. Hospital or physician's record, court or public agency record, **military record**, contact with public housing, or landlord are secondary sources for children attending school. For pre-school age children (those children who are not in nursery school, preschool, day care, etc.), the client's declaration of the children living with her will be accepted, unless the worker has reason to question the accuracy of the client's statement. The case record must be documented to reflect verification/declaration obtained.

C. Claim of good cause by an applicant or recipient.

C. Steps to follow:

- 1) The worker advises client of right to claim good cause - have client sign the Notice of Exception form. When good cause is claimed in an active **TANF** case, the worker must enter the information **on the Absence Deprivation/Paternity 501 series screens in ADAPT** to advise that a claim is pending. (DCSE will suspend pursuit activities).
- 2) EW makes a determination based on the evidence by following the procedures outlined in D. below.
- 3) Make determination.
- 4) Notify the client of the determination by manual use of Notice to Client of Action form.

D. Making the determination which will be one of the following:

Good cause does not exist, or, good cause exists, DCSE may not proceed.

D. Determination process

- 1) Worker decides if the claimed circumstance exists based on the evidence.
- 2) If it exists, in order to exempt client from cooperating, worker must determine that to require cooperation would be against the best interest of the child in view of the existing circumstance. (The fact that the circumstance exists does not automatically mean that good cause exists). Document case record.

- |                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E. Notification of the determination.                                                                                                                 | E. The worker must notify the<br>(1) client and, (2) DCSE of the determination.<br><br>1) When the worker has made the determination that good cause does or does not exist, the client must be notified by manual use of the Notice of Action. If good cause is determined not to exist, the notice must specify this, and the client must be allowed the opportunity to withdraw or request termination of assistance.<br><br>2) All good cause determinations must be referred to DCSE for their review and comment by entering the information <b>on the Absence Deprivation/ Paternity 501 series screens in ADAPT</b> . If a good cause claim is pending when an <b>TANF</b> case is approved, enter the information <b>on the Absence Deprivation/ Paternity 501 series screens in ADAPT</b> , and update the code when the determination is made. |
| F. Time Frame for Good Cause Claims<br><br>1) Client must supply the evidence to the agency within 20 days from the day the good cause claim is made. | F. Time Frames<br><br>1) If the client does not supply the evidence within 20 days, the agency will make the determination that good cause does not exist, with the following exception: An extension of the 20 days may be granted by the agency, if the client has informed the agency of difficulty in obtaining the evidence. Case record must be documented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

SUBJECT	SECTION/PAGE(S)
Single Interview (TANF & FS)	401.1, p. 1a
Social Security Benefits	305.4, p. 24b; Procedures VII, p. 5
Social Security Number (SSN) Letter on SSN Update Requirement	Appendix IV to 201 201.8, p. 1; Procedures I, p. 8-9
Special Occasion Income	305.2, p. 12
Relatives	201.5, p. 1-2
Standard Deduction	305.1, p. 2; 305.3 p. 16, 20-21 Appendix 3, pg. 1-2; 901.7, p.8; Appendix 1, pg. 1-2; Procedures VII, pg 1 & 3
Standard Filing Unit	302.8, p. 6d
Standard Work Deduction (\$90)	305.4, p. 42
Standards of Assistance By Groups	304.1, p. 1 Appendix 2 to 304
State Board of Social Services	104.2
Stepparent Deeming	305.4, p. 37-43
Strikers	201.1D, Procedures IV, p. 6
Student Income Status Related to Income Also see Compulsory School Attendance; VIEW; Grants & Loans, Scholarships; Truancy	305.3, p. 15-16; Procedures VII, p. 1 Procedures VII, p. 1
Supplemental Security Income Recipients (SSI)	201.1, p. 1a; 302.6, p. 2a, p. 4-4a; Procedures IV, p. 1 & 4
Support for Child Subject to Family Cap	201.12, p. 7
Support from Absent Non-Custodial Parent Other Non-Responsible Persons Putative Fathers Outside the Home Spouse Outside the Home Relatives Also see Deeming - Stepparent	602.3, p. 2 305.4, p. 37 305.4, p. 36a-37 305.4, p. 36-36a 305.4, p. 33a-37